



8.26.2011

I Henry Wilton resign as maintenance tech 2  
to accept the position of maintenance tech 4

Henry E. Wilton

August 1, 2011

Mr. Henry Edward Wilton  
1310 Kiva Lane  
Española, NM 87532

Dr. Gail Copley-Irestone  
Los Alamos Public Schools  
Human Resources  
P.O. Box 90  
Los Alamos, NM 87544

Dear Dr. Copley-Irestone:

This letter is to inform you that I am very much interested in the position of Facilities/Grounds Foreman for Los Alamos Public Schools (LAPS). I have worked for Los Alamos Public Schools for the last 25 years in the capacity of roofer, for six years, and as maintenance technician for the remaining 19 years.

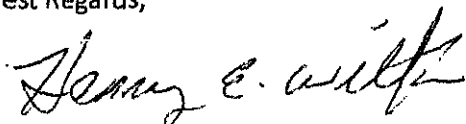
Both the roofing and maintenance positions that I have held have required extensive knowledge of welding, repair of equipment, the operation of machinery, including backhoe, bobcat, leaf raker, street sweeper, fork lift, riding lawnmowers, chain saws, and snowplows. Additionally, I have six years of experience as automobile mechanic, and seventeen years of experience as plumber with various plumbing contractors.

During my tenure with LAPS I have acquired experience caring for school grounds, including the installation and maintenance of sprinkler systems, the mowing of laws, the spraying of herbicides for weed control, and the pruning of the surrounding foliage to prevent over growth.

I am passionate about the work I do and work very well with my co-workers. I feel I have both the intellectual skills and the social skills required to be successful as foreman of the Facilities/Grounds position. In conclusion, I was recently asked by my supervisor, Mr. Jeff Sargent, to serve as Interim Facilities/Grounds Foreman with the recent retirement of Mr. Gilbert Herrera because of my extensive background in maintenance that now includes ordering special materials for project completion.

I have included a resume with this letter of interest and look forward to an interview at your earliest convenience. I can be reached at 929-4789 (personal cell number), or at 663-2248 (facilities office).

Best Regards,

A handwritten signature in cursive script that reads "Henry E. Wilton". The signature is written in dark ink and is positioned below the "Best Regards," text.

Henry E. Wilton

Herrera, Cindy

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**From:** Irestone, Gail  
**Sent:** Tuesday, May 17, 2011 3:29 PM  
**To:** Herrera, Cindy  
**Subject:** FW: Michael Montoya and Henry Wilton

FYI

Gail

*Dr. Gail Copley-Irestone  
Coordinator of Human Resources  
Los Alamos Public Schools*

**From:** Sargent, Jeff  
**Sent:** Tuesday, May 17, 2011 1:01 PM  
**To:** Irestone, Gail  
**Subject:** Michael Montoya and Henry Wilton

Effective May 30<sup>th</sup>, Henry Wilton will be the new Interim Grounds Foreman getting shift differential for his current rate (Maint. Tech II) to Maint. Tech IV.

Michael Montoya's last effective day as Grounds Foreman will be May 27<sup>th</sup>, 2011. He will go back down from Maint. Tech IV to Maint Tech II.

I have a PA en route via mail bag.

*Jeff Sargent  
Facilities Coordinator*  
Los Alamos Public Schools  
(505) 663-2250 office  
(505) 470-7218 mobile

December 30, 2009

Los Alamos Public Schools  
Attn: Mr. James Telles

Re: Interim Facilities Foreman  
Job No. 2010-084

Dear Mr. Telles,

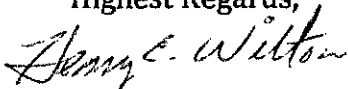
Please accept this letter as my formal interest in the announced position seeking an Interim Facilities Foreman. I've worked for the Los Alamos Public Schools for over twenty-years and believe my experience will be an asset to this position. I have an extensive background in both the construction and maintenance trades.

I began my career with the school district as a seasonal roofer. I began my full-time position working in the grounds crew as a maintenance technician welder. In addition to my extensive welding experience I've assisted other departments i.e., electrical, plumbing, carpentry, grounds crew (heavy equipment), and mechanical maintenance in completing a variety of maintenance projects. I have a strong working knowledge of the Districts facilities and the maintenance required to keep them in sound operating condition.

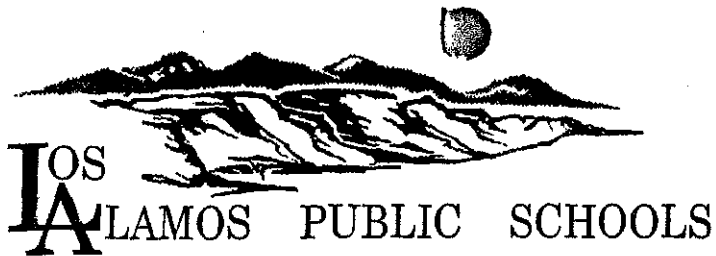
In addition to my above- mentioned experience, I have also been afforded the opportunity to successfully supervise and provide direction to both seasonal and permanent employees on a variety of projects. I understand the documentation process for both regular maintenance, capital construction projects and the process for ordering materials needed for said projects.

Your time and attention are greatly appreciated and I look forward to speaking with you in greater detail about this position.

Highest Regards,



Henry E. Wilton



To: HENRY WILTON

From: Dr. Mary Rose Cde Baca  
Director of Human Resources

Date: August 30, 2005

Subject: 260 day Staff -Days Worked Beyond Contract

As a result of a grievance settlement between Los Alamos Public Schools and LAFSE, it was determined that between the 1996-1997 and the 2003-2004 school years some 260-day staff worked days beyond what was stated in their contract. In the settlement agreement it states that anyone that worked from two (2) to seven (7) additional days will be required to take mandatory paid days off on December 29 and 30, 2005.

If a 260-day employee started working after July 1 the year they were hired, they did not work additional days in that particular year because only the number of days actually worked were reflected on the employees contract.

260 day employees that worked in excess of two days will be required to take the mandatory days off and will have from one (1) to five (5) additional days added to their annual leave balance.

In your case you worked 7 days or 56.00 hours beyond what was stated in your contract. Therefore you will have to take mandatory paid days off on December 29 and 30, 2005 and will have 5 days or 40.00 hours added to your annual leave balance. These additional leave days will reflect on your October 5, 2005 paycheck.

Should you have any questions, contact Dr. Cde Baca at (505) 663-2218.

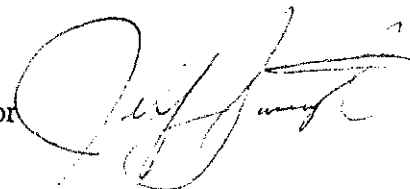
cc: Milagros Bernardo, Payroll Department  
Albert Gallegos, AFT Representative  
Personnel File

Memo

Date: March 16, 2005

To: Henry Wilton, Grounds Crew

From: Jeff Sargent, Assistant Facilities Coordinator

A handwritten signature in dark ink, appearing to read "Jeff Sargent", is written over the "From:" line and extends slightly into the "Re:" line.

Re: Snow Removal at LAHS

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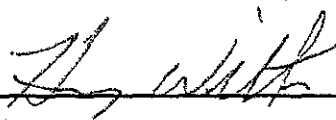
Los Alamos Public Schools  
Facilities Dept.

Memorandum

To: Henry Wilton, Groundsman  
From: Tom Littleton, Facilities Coordinator  
Date: August 26, 2005  
RE:

AUG 29 2005

Signature:



Date:

8-29-05

Cc: Human Resources

Los Alamos Public Schools  
Facilities Dept.

Memorandum

To: Henry Wilton, Maintenance Technician  
Mary Rose Cde Baca, Director of Human Resources  
From: Tom Littleton, Facilities Coordinator *T.L.*  
Date: 01/05/01  
Re:

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*Tom Littleton*

Tom Littleton

\_\_\_\_\_

Henry Wilton





Public Health Division  
New Mexico Health and Environment Department  
1190 St. Francis Drive,  
Santa Fe, New Mexico 87503  
Telephone: Area Code (505), 827-2500



CERTIFICATE OF TUBERCULOSIS EXAMINATION

DEMOGRAPHICS

(These data are to be supplied by the applicant.)

Name: Henry Wilton Date of Birth: 66  
Employer: LAPS Occupation: Maintenance

RESULTS OF THE TESTS FOR TUBERCULOSIS INFECTION

(Only an intradermal Mantoux test is valid for this certificate. The results must be recorded in millimeters of induration.)

Date of First Test: \_\_\_\_\_ Date Read: \_\_\_\_\_ Results: \_\_\_\_\_ millimeters. Signature: \_\_\_\_\_  
Date of Second Test: \_\_\_\_\_ Date Read: \_\_\_\_\_ Results: \_\_\_\_\_ millimeters. Signature: \_\_\_\_\_

RESULTS OF THE X-RAY EXAMINATION OF THE CHEST

(A single posterior-anterior (PA) view of the chest is usually sufficient for the purpose of this certificate.)

A chest x-ray was: ☐ not required. ☐ obtained on (specify date): \_\_\_\_\_, the results follow (check one):  
☐ No evidence of past or present tuberculosis. \* ☐ Evidence of inactive pulmonary tuberculosis.  
☐ Granulomata consistent with healed primary tuberculosis (a normal finding). \* ☐ Suspicious of an active disease process, possibly tuberculosis.  
\* ☐ Abnormal, consistent with active pulmonary tuberculosis.

RECOMMENDATIONS AND CERTIFICATION

(This certificate may be completed by a Public Health Nurse employed by PHD/HHMED or any physician licensed in New Mexico.)

Using ATS/CDC guidelines (see reverse), was isoniazid preventive therapy (IPT) recommended? \* ☐ Yes. ☐ No.  
After being duly examined, was the person named above been found to be free of tuberculosis in a transmissible form and therefore eligible for immediate employment in any school, health care facility, or child care facility? ☐ Yes. \* ☐ No.  
Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
City: \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

\* If any of the blocks marked with an asterisk (\*\*) are checked, the Certificate of Registration (below) must be completed.

CERTIFICATE OF REGISTRATION

(This certificate must be completed by a Public Health Nurse or Physician employed by the Public Health Division.)

I certify that the person named on this certificate has been registered with the Tuberculosis Control Program, PHD/HHMED.  
After further examination, was the person named above been found to be free of tuberculosis in a transmissible form and therefore eligible for immediate employment in any school, health care facility, or child care facility? ☐ Yes. ☐ No.  
After further review, was isoniazid preventive therapy recommended? ☐ Yes. ☐ No.  
If the person was offered IPT, was it accepted? ☐ Yes. ☐ No. ☐ N/A (IPT was not recommended).  
Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Field Health Office: \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

CERTIFICATE OF REVIEW

(This certificate must be completed by the employer's Employee Health Service, School Nurse, Infection Control Nurse, or Occupational Health Nurse.)

I have reviewed this certificate and found it to be complete. It is my understanding that the person named above has been evaluated and it has been determined that the person is free of tuberculosis in a form which may be transmissible to others and is, therefore, eligible for immediate employment in any school, child care, or health care facility.  
Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
City: \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

## MAINTENANCE DEPARTMENT

### OPERATING PROCEDURES

#### I. Attendance Expectations

- A. All staff must arrive at work on time and must not leave early unless arranged for in advance with supervisor. The normal work day begins at 8:00 a.m. and ends at 4:30 p.m.
- B. All staff are required to punch the time clock when arriving and leaving. Employees will NOT punch in or out for each other. Punching in for another employee may result in immediate dismissal.

- 1. Salary of employees who punch in late or leave early (unless on leave) will be penalized as follows:

<u>Minutes Late</u>	<u>Loss in Pay</u>
0 up to 3	none
3 up to 18	1/4 hour
18 up to 33	1/2 hour

1/4 additional hour for each additional 15 minutes.

- 2. Employees who forget to punch in or punch out will not be penalized the first time it occurs each pay period. Each additional time the employee does not punch in or out, he/she will lose 1/4 hour of pay.
- 3. The Maintenance Office secretary will advise the foreman and the Maintenance supervisor of any employee who arrives late or leaves early or fails to punch in.
- C. All staff must call in by 8:30 a.m. when taking sick leave.
- D. Sick leave is only for an employee's illness.
- E. Staff failing to report for work for three (3) consecutive days without notice to the supervisor will be suspended without pay and recommended for termination.
- F. All staff must sign a request form in advance to take annual leave. Leave will be recommended by the foreman and Maintenance supervisor or assistant in accordance with work loads and department schedules. Advance notice of request for leave shall be equal to the number of leave days requested.
- G. Leave can be approved for increments as small as one hour. Compensatory time off cannot be granted.

## OPERATING PROCEDURES

- H. All staff are expected to work overtime when there is an emergency work requirement unless employee has previously arranged otherwise with the supervisor. Employees who work more than 15 minutes overtime, but less than 30 minutes shall be paid a minimum of 30 minutes overtime. Employees who work less than 15 minutes will not receive overtime pay.

### II. Safety Expectations

- A. All Maintenance staff will wear hard hats in a construction area and at other times when hazardous work conditions exist. All Maintenance staff will be responsible to have hard hats readily accessible, on job site or in vehicle.
- B. All staff using power tools are required to wear face shields or safety glasses.
- C. All staff performing jack hammer work are required to wear safety shoes and safety glasses. Those performing work with high noise equipment must wear ear plugs. \*
- D. All staff are required to perform in a safe manner while on the job as described in Safety Policies.
- E. Staff injured on the job must notify supervisor immediately.

\*NOTE: Ventilator masks and safety clothing will be provided and should be worn when working conditions warrant.

### III. Break Time Expectations

#### Normal break times:

- 15 minute break at 9:30 a.m.
- 30 minute lunch break at 12:00 noon
- 15 minute break at 2:30 p.m.

THESE TIMES SHALL NOT BE ALTERED EXCEPT UNDER UNUSUAL CIRCUMSTANCES.

- A. School vehicles are not to be used for personal errands during break time or lunch period (to banks, stores, restaurants, etc.).

## OPERATING PROCEDURES

- B. Break times are not to exceed 15 minutes and are to be on the job site; employees are NOT to drive a school vehicle to the shop or elsewhere.
- C. Lunch time of 30 minutes is to be on job site. Do NOT leave a job to eat at the shop.

### IV. Other Expectations

- A. Staff should become familiar with the Personnel Manual provided to all employees.
- B. For periods of sick leave longer than 10 consecutive working days, the Superintendent may require a physician's statement attesting to the fact that the employee is unable to return to work because of health reasons.
- C. Staff will not have visitors or outside help while on the job site--includes children, other members of the family, or friends.
- D. The use, possession, or being under the influence of alcoholic beverages or illegal drugs on Los Alamos Schools property or on the job is not permitted (see Personnel Manual section 2).
- E. Staff will not use the school system telephones for personal calls during work hours. Personal calls must be limited to authorized break periods, lunch time, or before and after working hours. No personal long distance calls are to be made that would result in the L.A. Schools being charged.
- F. Shop equipment will not be used for personal projects during working hours. Employees may use shop equipment for personal projects before and after working hours, during breaks and during the lunch period, provided there is at least one other employee present. Such equipment can only be used at the shop; it cannot be taken home. In addition, the planer may not be used during the lunch period, or to resurface used or painted lumber. Use of any equipment should be coordinated with the foreman responsible for that equipment and/or the shop supervisor.
- G. Excess material, used items and scrap cannot be given away. Items of too little value to be sent to salvage shall be taken to the dump, or placed in a trash receptacle.
- H. Consult your immediate supervisor about problems relating to your work or assignment before seeking relief elsewhere.

OPERATING PROCEDURES

V. Failure to Comply With Operating Procedures (Within a 12 Month Month Employment Period)

First Offense: Conference with immediate supervisor, foreman if appropriate and verbal reprimand.

Second Offense: Conference with next higher level supervisor and written reprimand.

Third Offense: Suspension without pay.

Fourth Offense: Recommendation for termination.

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I HAVE READ THESE OPERATING PROCEDURES AND WILL OBEY THESE RULES AND STANDARDS OF CONDUCT.

(Signed)

*Yoon S. White*

(Date)

*8-17-87*

## LOS ALAMOS PUBLIC SCHOOLS

### 1999-2000 EMPLOYEE HANDBOOK RECEIPT FORM

I hereby acknowledge receipt of the Los Alamos Public Schools' Employee Handbook, which includes selected District regulations, and acknowledge that I am responsible for being aware of its contents.

I further acknowledge that I have received and read the information regarding the Drug Free Workplace Act of 1988, section 1, page 2, and that I am responsible for adhering to the provisions and directives therein.

Employee Name Henry Wilson  
Print

       Certified

  ✓   Non-certified

Employee Signature Henry Wilson Date 8-10-99

## LOS ALAMOS PUBLIC SCHOOLS 96-98 HANDBOOK RECEIPT FORM

I hereby acknowledge receipt of the Los Alamos Public Schools' Employee Handbook, which includes selected district regulations and a copy of the negotiated contract and acknowledge that I am responsible for being aware of its contents.

I further acknowledge that I have received and read the information regarding the Drug Free Workplace Act of 1988, page 4, section 2, and that I am responsible for adhering to the provisions and directives therein:

Handbook (Check one) \_\_\_\_\_ Licensed \_\_\_\_\_ 1 Classified

*Henry Smith*  
Employee Signature

*8-20-96*  
Date

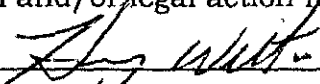
**Los Alamos Public Schools Employee  
Information Technology Use Agreement**

Each employee must sign this agreement as a condition for using the district's information technology resources. Please, read this agreement and the *Internet, Intranet, E-mail and Digital Network Usage* carefully before signing. If you have any questions about these documents, please contact your supervisor.

I have read this agreement and School Board Policy 6144 and Regulation 6144.1R. I understand and agree to abide by the *Internet, Intranet, E-mail and Digital Network Usage*.

I understand that the district may access and monitor my use of district IT resources, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the acceptable use regulation, my district IT resource privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Employee Signature



Employee Name (Print)

HENRY WILTON

Location

MaintenanceDate 10-29-09



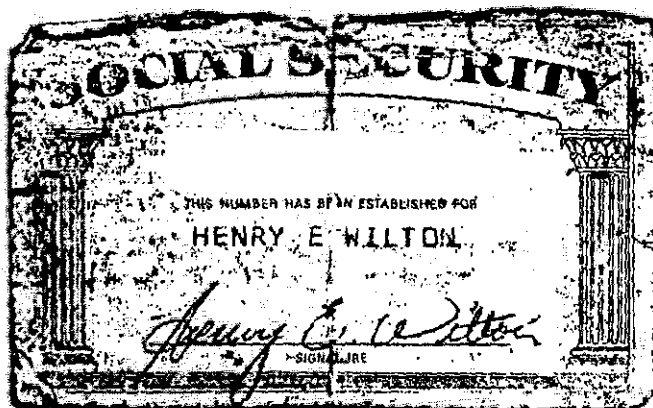
**E-Mail User Agreement**

I have read and understand the *E-Mail Acceptable Use Agreement*. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or LAPS policy or contracts.

Name: HENRY WILSON  
Signature: [Signature]  
Date: 10-29-09

History: Created 06/2008

Last Revised: 07/15/2009 \_\_\_\_\_



# LOS ALAMOS PUBLIC SCHOOLS

## Record of Experience and Salary

Name Henry Wilton  
 SS# \_\_\_\_\_  
 DOB '1966  
 Date Of Employment 10/14/1993  
 Date Of Resign/Retire \_\_\_\_\_  
 License # \_\_\_\_\_

<u>Out of District Experience:</u>	<u>Location</u>	<u>From</u>	<u>To</u>	<u>Years Credit</u>	<u>Experience Verified?</u>
	<b>Total Out of District Experience:</b>			<b>YRS</b>	<b>0</b>

<u>Schl Yr.</u>	<u>Schedule</u>	<u>Location</u>	<u>Assignment</u>	<u>FTE</u>	<u>Curr Salary</u>	<u>Add'l info</u>
10/14/93 06/30/94	R23 S5	Maintenance	General Maint. Tech.	1.00	\$14,282.00	@185 days
07/01/94 06/30/95	R23 S6	Mountain	General Maint. Tech.	1.00	\$21,382.00	@260 days
07/01/95 06/30/96	R23 S7	Per Contract		1.00	\$22,589.00	@260 days
07/01/96 06/30/97	R23 S8	Maintenance	Maintenance Tech.	1.00	\$23,281.00	@260 days
07/01/97 06/30/98	R23 S9	Facilities	Maintenance Tech.	1.00	\$23,999.00	@260 days
07/01/98 06/30/99	R23 S10	Facilities	Maintenance Tech.	1.00	\$26,158.00	@260 days
07/01/99 06/30/00	R23 S11	Facilities	Maintenance Tech.	1.00	\$27,466.00	@260 days
07/01/00 06/30/01	R23 S12	Facilities	Maintenance Tech.	1.00	\$29,183.00	@260 days
07/01/01 06/30/02	R23 S13	Facilities	Maintenance Tech.	1.00	\$31,080.00	@260 days
07/01/02 06/30/03	R23 S14	Facilities	Maintenance Tech II	1.00	\$31,080.00	@260 days
07/01/03 06/30/04	R23 S15	Facilities	Maintenance Tech II	1.00	\$32,012.00	@260 days
07/01/04 06/30/05	R23 S16	Facilities	Maintenance Tech II	1.00	\$32,652.00	@260 days
07/01/05 06/30/06	R23 S17	Facilities	Maintenance Tech II	1.00	\$33,305.00	@260 days
07/01/06 06/30/07	R23 S18	Facilities	Maintenance Tech II	1.00	\$34,970.00	@260 days
07/01/07 06/30/08	R23 S19	Facilities	Maintenance Tech II	1.00	\$36,719.00	@260 days
07/01/08 06/30/09	R23 S20	Facilities	Maintenance Technician II- Grounds	1.00	\$37,828.00	@260 days
07/01/09 06/30/10	R23 S21	Facilities	Maintenance Technician II- Grounds	1.00	\$37,682.00	@259 days 02/16/10 unpaid day

Verified by: **Cinderella T. Herrera**  
 Date/Time: **09/18/14 2:46 PM**

07/01/10 06/30/11	R23 S22	Facilities	Maintenance Technician II- Grounds	1.00	\$37,682.00	@259 days 03/31/11 unpaid day
07/01/11 08/21/11	R23 S23	Facilities	Maintenance Technician II- Grounds	1.00	\$5,237.64	@36 days
08/22/11 06/30/12	R31 S23		Maintenance Technician IV- Grounds	1.00	\$39,531.21	@223 days
07/01/12 06/30/13	R31 S24	Facilities	Maintenance Technician IV- Grounds	1.00	\$47,473.00	@259 days 04/12/13 unpaid day 1 paid professional development day
07/01/13 06/30/14	R31 S25	Facilities	Maintenance Technician IV- Grounds	1.00	\$48,422.76	@260 days
07/01/14 06/30/15	R31 S26	Facilities	Maintenance Technician IV- Grounds	1.00	\$49,875.45	@260 days

# LOS ALAMOS PUBLIC SCHOOLS

P.O. BOX 90  
LOS ALAMOS, NM 87544  
PHONE 662-4141

## APPLICATION FOR EMPLOYMENT

For Office Use Only:  
Maintenance Dept.  
Transportation Dept.  
Custodial  
Other

We consider for all positions without regard to race, creed, color, religion, sex, national origin, age, marital or veteran status, or handicap.

(PLEASE PRINT)

Position Applied For <i>Roofing</i>	Job Number	Date of Application* <i>3-18-93</i>		
Last Name <i>Winters</i>	First Name <i>Henry</i>	Middle Name <i>Edward</i>		
Address <i>P.O. Box 306</i>	Street <i>C/O Caliente</i>	City <i>N.M.</i>	State <i>N.M.</i>	Zip Code <i>87549</i>
Telephone Number(s) <i>758-2334</i>			Social Security Number	
List other names used, if any, on employment or educational records:				

IF MORE SPACE IS NEEDED FOR ANY PORTION OF THIS APPLICATION  
PLEASE USE AN ADDITIONAL SHEET OF PAPER

Please circle your answers.

1. Are you available to work?
2. On what date would you be available to work?
3. Have you been employed with us before?
4. Do you smoke?
5. Would you be willing to take an employment physical exam?
6. Are you related to anyone employed by the Los Alamos Public Schools?

☒ Full Time

☐ Part Time

☐ Temporary

*Right Away*

☒ Yes

☐ No

☐ Yes

☒ No

☒ Yes

☐ No

☐ Yes

☒ No

\* THIS APPLICATION WILL BE DESTROYED AFTER SIX MONTHS IF YOU ARE NOT APPLYING FOR A SPECIFIC JOB HAVING A JOB NUMBER.

**LOS ALAMOS PUBLIC SCHOOLS**  
**APPLICATION FOR EMPLOYMENT**  
 PAGE 2

**EDUCATION (list all schools above junior high or middle school):**

Name of School	Address	Diploma or Degree
Mesa Vista High	710 Caliente N.M.	Diploma
N.M.M.C.C.	Escondido, N.M.	Certificate

**REFERENCES**

Give name, address and telephone number of three references who are not related to you and are not previous coworkers:

	Name	Address	Telephone Number
1.	Orlando Rodriguez	Heavenly N.M.	<del>753-7700</del> 753-4605
2.	Ernie Vigil	San Juan N.M.	753-7919
3.	John Sandoval	La Brea N.M.	753-6613

**EMPLOYMENT EXPERIENCE (List present or most recent position first)**

Important: May we contact your present employer or supervisor at this time?

Yes      No

1.	Employer	Date Employed From To	Work Performed
	San Juan School 4-92 11-92		Grounds Man Refs
	Address		
	San Juan N.M.		
	Telephone Number(s)	Supervisor's Name	
	(505) 661-6801	Richard Cordero	
	Job Title	Reason for Leaving	
	Refers	Time Off	

2.	Employer	Date Employed From To	Worked Performed
	San Juan School 5-92 11-91		Grounds Man Refs
	Address		
	San Juan N.M.		
	Telephone Number(s)	Supervisor's Name	
	Job Title	Reason for Leaving	
	Refers	Time Off	

**LOS ALAMOS PUBLIC SCHOOLS  
APPLICATION FOR EMPLOYMENT  
PAGE 3**

3.

Employer <i>Los Alamos Schools</i>	Date Employed From <i>5-90</i> To <i>11-90</i>	Work Performed <i>General Jan. Repair</i>
Address		
Telephone Number(s)	Supervisor's Name	
Job Title <i>Repair</i>	Reason for Leaving <i>Laid off</i>	

4.

Employer <i>M.M. State Highway</i>	Date Employed From <i>5-88</i> To <i>11-89</i>	Work Performed <i>Inspect</i>
Address <i>Escondido, N.M.</i>		<i>Highway Paving Contractor</i>
Telephone Number(s)	Supervisor's Name <i>Charles Routh</i>	
Job Title <i>Highway Aide</i>	Reason for Leaving <i>Laid off</i>	

5.

Employer <i>M.M. State Highway</i>	Date Employed From <i>5-88</i> To <i>11-88</i>	Work Performed <i>Inspect Highway Paving Contractor</i>
Address <i>Escondido, N.M.</i>		
Telephone Number(s)	Supervisor's Name <i>Charles Routh</i>	
Job Title <i>Highway Aide</i>	Reason for Leaving <i>Laid off</i>	

**PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS PAGE.**

I CERTIFY THAT THIS APPLICATION IS COMPLETE AND ACCURATE. I UNDERSTAND THAT FALSE INFORMATION WILL BE GROUNDS FOR DISMISSAL, IF EMPLOYED.

*James B. Walth*  
Applicant's Signature

*3-18-93*  
Date

**THE LOS ALAMOS PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE OR HANDICAP.**

Reference: Los Alamos School Board Policy 4060



LOS ALAMOS PUBLIC SCHOOLS  
APPLICATION FOR EMPLOYMENT  
PAGE 4



SUPPLEMENTARY INFORMATION - MAINTENANCE, TRANSPORTATION, AND CUSTODIAL DEPARTMENT APPLICANTS ONLY:

Please circle the office equipment you operate:

☒ Backhoe

☒ Dump Truck

☒ Fork Lift

☐ Mowing Machine

☒ Snowplow

☐ Trencher

Other: \_\_\_\_\_

Circle any special skills you have:

☒ Auto Mechanics

☒ Carpentry

☒ Drywalling

☐ Electrical

☐ Electronics

☒ Painting

☒ Plumbing

☒ Roofing

☐ School Bus

☐ Small Engine Repair

☐ Truck Driving

☒ Welding

Other: \_\_\_\_\_

Do you possess a valid New Mexico driving license?

☒ Yes

☐ No

*(A driving license is not a prerequisite for all employment, but some positions do require an employee to operate a motor vehicle as part of his/her job duties. State law requires such employees to possess a valid New Mexico driving license.)*

IMPORTANT: Would you be available for special emergency assignments, such as snow removal or building security, on short notice, at odd or unusual hours?

☒ Yes

☐ No

Do you Suffer from any disability that would prevent you from performing your job in a safe and efficient manner?

☐ Yes

☒ No



# Henry E. Wilton

---

1310 Kiva Lane  
Espanola, NM 87532  
Cellphone: 929-4789  
Work: 663-2248

## **Objective**

To work as Facilities/Grounds Foreman for Los Alamos Public Schools (LAPS)

## **Education**

High School Diploma, Mesa Vista High School, 1984  
Welding Certificate, Northern New Mexico Community College, 1986

## **Work Experience**

1987- 1993 **Roofer**, Los Alamos Public Schools District

Job Responsibilities Included: Removal of damaged roof and replacement of new materials., including tar, torch on material, gravel and cold roof material when required.

Auto Mechanics for Foreign Auto Repair, Espanola

1993-2011 (present) **Maintenance Technician**, Los Alamos Public School District

Job Responsibilities Include:

Ordering of materials, Operation of heavy machinery, including backhoe, weed trimmers, and hedgers, bobcat, leaf raker, street sweeper, fork lift, riding lawn mowers, chain saws, gas powered welder, and snowplows, scheduling of work assignments. repairing of domestic water mains. In addition, I have experience caring for school grounds, including the installation and maintenance of sprinkler systems, mowing of lawns, spraying of herbicides for weed control and pruning surrounding foliage to prevent over growth.

Extensive plumbing experience with private contractors.

2011 (June, July...)

Interim Facilities/Grounds Foreman.

Job Responsibilities include all the above and the ordering of parts and materials and equipment for the completion of projects. Scheduling work assignments for seven (7) employees.

## **References**

1. Ms. Lorraine M. Sanchez, Retired School Administrator, 1106 Calle Florinda, Santa Fe, NM 87507. Phone: 690-4931
2. Mr. Oliver Wilton, Brown Street, Espanola, NM 87532. Phone: 231-5858
3. Mr. Gaspar Esquibel. Phone: 690-4931

LOS ALAMOS PUBLIC SCHOOLS

751 Trinity Drive

Los Alamos, New Mexico 87544

505-663-2222

NOTICE OF CHANGE FORM

NAME : HENRY E. WILTON  
Print or type First MI Last

New Name : \_\_\_\_\_  
If name change, documentation of change is required(new SS card)  
Also fill out new ERA form.

SCHOOL / LOCATION : Facilities

PAY LOCATION : \_\_\_\_\_

NEW ADDRESS : 1005 Park St.

CITY Española STATE N.M. ZIP 87532

TELEPHONE # 505-529-4789

Date entered into Visions : 12/4/2013 (initials)

Effective Date of Change : 12/4/2013

FOR CENTRAL OFFICE USE ONLY

Department	Date Sent to:	Initials
Payroll	12/4/13	<u>[initials]</u>
Insurance	12/04/13	<u>[initials]</u>

Date Returned to Human Resources \_\_\_\_\_

@Cindy

TRANSMISSION VERIFICATION REPORT

TIME : 12/04/2013 09:55  
NAME : LAPS - HUMAN RESOURC  
FAX : 5056632791  
TEL : 5056632219  
SER.# : D8J659351

DATE, TIME	12/04 09:55
FAX NO./NAME	98271855
DURATION	00:00:16
PAGE(S)	01
RESULT	OK
MODE	STANDARD
	ECM



701 Camino de los Marquez Santa Fe, NM 87505 (505) 827-8030 (505) 827-1855 fax (505) 989-1338 payroll fax  
6201 Uptown Blvd. NE Ste. 204 Albuquerque, NM 87110 (505) 888-1560 (505) 830-2976 fax

## Change of Address Form

Please check one:

☒ Active employee

☐ Retired Member

☐ Inactive employee

☐ Beneficiary

Social Security Number: \_\_\_\_\_

Name: HENRY E. WILTON

Address: 1005 PARK ST.

City: ESPERANZA

State: N.M. Zip code: 87532

Phone number(s): Cell 505 929 4789

Email address: \_\_\_\_\_

I hereby authorize the NMERB to change my address as indicated above.

Signature: H. E. Wilton 12-4-2013

Date

NMERB Use Only:

Effective Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Mail the completed form to the mailing address below:

New Mexico Educational Retirement Board  
PO Box 26129  
Santa Fe, NM 87502-0129

Toll free number: 1-866-691-2345  
website: [www.nmerb.org](http://www.nmerb.org)

Los Alamos Public Schools  
P.O. Box 90  
Los Alamos, New Mexico 87544

EMPLOYEE ADDRESS CHANGE NOTIFICATION

NAME OF EMPLOYEE: WILTON, HENRY  
(PRINT OR TYPE) LAST FIRST MI

SOCIAL SECURITY NUMBER: \_\_\_\_\_

SCHOOL/ DEPARTMENT: \_\_\_\_\_

STREET OR P.O. BOX: 1310 KIVA LANE

CITY: ESPANOLA STATE: \_\_\_\_\_ ZIP: 87532

TELEPHONE NUMBER: \_\_\_\_\_

( Required for personnel information. Phone numbers are kept strictly confidential.  
Under no circumstances is a telephone number given out without explicit permission.)

EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

per W-4  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE SIGNED

FOR BUSINESS OFFICE USE ONLY

Information Received By:

PAYROLL ✓

DATE 20 Jul 98

BY WKS

INSURANCE \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

PERSONNEL \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

BJ \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

SERVICE CENTER \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

## LOS ALAMOS PUBLIC SCHOOLS

751 Trinity Drive  
Los Alamos, New Mexico 87544  
505-663-2222

NOTICE OF CHANGE FORM

NAME: Henry Witten  
Print or type First MI Last

New Name: \_\_\_\_\_

If name change documentation of change is required

Also fill out new ERA form.

SOCIAL SECURITY #: \_\_\_\_\_

SCHOOL/LOCATION: \_\_\_\_\_

PAY LOCATION: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # 747 6854

Effective Date of Change: Nov 23, 04

Date Employee Contacted: \_\_\_\_\_

Department Requesting Change: \_\_\_\_\_

CS  
Signature

## FOR CENTRAL OFFICE USE ONLY

Department	Date
Human Resources	11/23/04
Payroll	
Insurance	
Superintendent's Office	

per Cathy McAnally's info  
directory - change information

Los Alamos Public Schools  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

Name: Henry Wilton  
School: N/A

Department: Facilities/Grounds  
Date of Observation: On-going

**Satisfactory** – meets District standards  
**Unsatisfactory** – does not meet District standards

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments: \_\_\_\_\_

Evaluator: [Signature]  
Date: 4/7/14

Employee: [Signature]  
Date: 4-17-2014

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

Name: Henry Wilson  
School: Facilities

Department: Grounds  
Date of Observation: Ongoing

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments: \_\_\_\_\_

Evaluator: [Signature]  
Date: 3/28/13

Employee: [Signature]  
Date: 3-28-2013

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*



**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

Name: Henry Wilton  
School: District

Department: Facilities  
Date of Observation: On-Going

**Satisfactory** – meets District standards  
**Unsatisfactory** – does not meet District standards

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments: \_\_\_\_\_

Evaluator: [Signature]  
Date: \_\_\_\_\_

Employee: Hy Wilton  
Date: 4-11-2002

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*  
07/08/10

**Los Alamos Public Schools**  
**CUSTODIAL STAFF EVALUATION INSTRUMENT**

Name: Henry Victor Department: Grounds  
School: FACILITIES Date of Observation: On-Going

(To check box, double click after box desired and complete. Under Default Value, click on "checked". You must do this with each row).

**Satisfactory** – meets state standard for relicensure

**Unsatisfactory** – does not meet state standard for relicensure

S: Satisfactory  
U: Unsatisfactory  
PI: PGP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance
5. Works with co-workers to create a teamwork environment

**Professional Responsibilities**

6. Keeps assigned areas clean and orderly
7. Keeps areas stocked with paper product
8. Observes all policies, rules, regulations, and procedures
9. Inspects and maintains all equipment used
10. Follows all Custodian duties as outlined in daily, weekly, monthly Department policy
11. Demonstrates ability to complete assigned work in a timely manner

12. Adheres to proper use of materials used within position

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

I have read this report and have received a copy. My signature does not necessarily indicate my agreement.  
07/08/10

Los Alamos Public Schools  
CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT

Name: Henry Wilton  
School: Facilities Department

Department: Grounds/Weld Shop  
Date of Observation: Ongoing

Satisfactory -- meets state standard for relicensure  
Unsatisfactory -- does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

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22. Consistency of work performed

**Initiative and Judgment**

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24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments:

Evaluator:

Date:

Employee:

Date:

I have read this report and have received a copy. My signature does not necessarily indicate my agreement.

**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Wilton, Henry  
**School:** Facilities Department

**Department:** Grounds  
**Date of Observation:** Ongoing

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
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9. Observance of safety precautions
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12. Strives for self-improvement

**Quality of Performance**

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**Initiative and Judgment**

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24. Use of judgment
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26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

**Comments:**

Evaluator: Sam Wilton

Date: 4/8/09

Employee: Henry Wilton

Date: 4-8-09

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

Los Alamos Public Schools  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

Name: Wilton, Henry  
School: Facilities

Department: Grounds  
Date of Observation: On-going

**Satisfactory** – meets District standards  
**Unsatisfactory** – does not meet District standards

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
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4. Attention to personal appearance

**Professional Responsibilities**

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26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments: \_\_\_\_\_

Evaluator: [Signature]

Date: 4-9-08

Employee: [Signature]

Date: 4-9-08

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

Los Alamos Public Schools  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Wilton, Henry  
**School:** Facilities Department

**Department:** Grounds  
**Date of Observation:** Ongoing

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

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25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

**Comments:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

*Sam Wilton*

**Date:** \_\_\_\_\_

4-5-07

**Employee:** \_\_\_\_\_

*Henry Wilton*

**Date:** \_\_\_\_\_

4-5-07

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Wilton, Henry  
**School:** Facilities Department

**Department:** Grounds  
**Date of Observation:** ONGOING

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

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**Initiative and Judgment**

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24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

**Comments:**

**Evaluator:** Don Wilton

**Date:** 4-10-06

**Employee:** Henry Wilton

**Date:** 4-13-06

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE EVALUATION

Name: HENRY WILTON School and/or Department: FACILITIES

Present Position: GRANDSMAN Date Assigned to Present Position: 7-2-90

S - Satisfactory - indicates effective performance

U - Unsatisfactory - indicates inferior performance (improvement required)

S U

PERSONAL RELATIONS

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments:

S U

PROFESSIONAL RESPONSIBILITIES

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

Comments:

S U

QUALITY OF PERFORMANCE

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

Comments:

S U

QUANTITY OF PERFORMANCE

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments:



S U

**INITIATIVE AND JUDGEMENT**

Demonstrated Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

Comments

S U

**ATTENDANCE**

Regularity of Attendance  
Punctuality

Comments:

**OTHER FACTORS** (If Necessary)

Supervisor(s) Additional Comments: \_\_\_\_\_

Performance Needing Improvement: \_\_\_\_\_

Plans for Improving Performance: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director  
Duplicate- To be retained by Supervisor  
Triplicate- To be retained by Employee

Los Alamos Public Schools  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Henry Wilton  
**School:** Grounds

**Department:** Facilities  
**Date of Observation:** On Going

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments:

Evaluator: Tom Sullivan  
Date: 4-13-04

Employee: Henry Wilton  
Date: 4-15-04

I have read this report and have received a copy. My signature does not necessarily indicate my agreement.

**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Henry Wilton  
**School:** Grounds

**Department:** Facilities  
**Date of Observation:** 04-11-05

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
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**Quality of Performance**

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20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

Comments:

Evaluator: Sam [Signature]

Date: 4-11-05

Employee: Henry Wilton

Date: 4-11-05

Los Alamos Public Schools  
Classified Employee Evaluation

Name: Henry Wilton School and/or Department: Facilities  
Present Position: Maintenance Technician II Date Assigned to Present Position: 10/14/93  
U - Unsatisfactory - Indicates inferior performance (improvement required)

**Personal Relations**

S U

Cooperation with Other Employees  
Cooperation with Supervisor (s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments: \_\_\_\_\_

**Professional Responsibilities**

S U

Compliance with Work Instructions  
Resourceful use of Materials  
Observance Of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty To Position,  
School/Department and District  
Strives for Self-Improvement

Comments: \_\_\_\_\_

**Quality of Performance**

S U

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

Comments: \_\_\_\_\_

**Quantity of Performance**

S U

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments: \_\_\_\_\_

**Initiative And Judgment**

Demonstrated Initiative

S U

Use of Judgment

Adapting to New Situations Such As Unusual

Demands or Emergencies

Use of Decision-Making Skills

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Attendance**

Regularity of Attendance

S U

Punctuality

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Other Factors ( If Necessary)**

\_\_\_\_\_  
\_\_\_\_\_

Supervisors Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Needing Improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans For Improving Performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor *Don J. [Signature]* Date 3-26-02

Signature of Employee *[Signature]* Date 3-27-02

( Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel

Duplicate - To be Retained by Supervisor

Triplicate - To be Retained by Employee

**Los Alamos Public Schools**  
**CLASSIFIED EMPLOYEE EVALUATION INSTRUMENT**

**Name:** Wilton, Henry  
**School:** Facilities

**Department:** Grounds  
**Date of Observation:**

**Satisfactory** – meets state standard for relicensure  
**Unsatisfactory** – does not meet state standard for relicensure

Satisfactory  
Unsatisfactory  
PDP

**Personal Relations**

1. Cooperation with other employees
2. Cooperation with supervisor(s)
3. Meeting and relating to the public
4. Attention to personal appearance

**Professional Responsibilities**

5. Compliance with work instructions
6. Resourceful use of materials
7. Observance of policies, rules, regulations, and procedures
8. Care and use of equipment
9. Observance of safety precautions
10. Keeps information confidential
11. Demonstrates loyalty to position, school/department, and district
12. Strives for self-improvement

**Quality of Performance**

13. General performance
14. Communication skills
15. Neatness of work
16. Technical skills
17. Organization of work
18. Accuracy of work
19. Thoroughness of work

**Quantity of Performance**

20. Amount performed
21. Completion of work as scheduled
22. Consistency of work performed

**Initiative and Judgment**

23. Demonstrated initiative
24. Use of judgment
25. Adapting to new situations such as unusual demands or emergencies
26. Use of decision-making skills

**Attendance**

27. Regularity of attendance
28. Punctuality

**Comments:**

Evaluator: Sam Muhlman

Date: 4-04-01

Employee: Henry Wilton

Date: 4-5-2001

*I have read this report and have received a copy. My signature does not necessarily indicate my agreement.*

Los Alamos Public Schools  
Classified Employee Evaluation

Name: Henry Wilton

School and/or Department: Maintenance

Present Position: Groundsman

Date Assigned to Present Position: 7/2/90

S - Satisfactory - Indicates effective performance

U - Unsatisfactory - Indicates inferior performance (improvement required)

---

**Personal Relations**

S   U

Cooperation with Other Employees

Cooperation with Supervisor (s)

Meeting and Relating to the Public

Attention to Personal Appearance

Comments:

---

**Professional Responsibilities**

S   U

Compliance with Work Instructions

Resourceful use of Materials

Observance Of Policies, Rules, Regulations  
and Procedures

Care and Use of Equipment

Observance of Safety Precautions

Keeps Information Confidential

Demonstrates Loyalty To Position,

School/Department and District

Strives for Self-Improvement

Comments:

---

**Quality of Performance**

S   U

General Performance

Communication Skills

Neatness of Work

Technical Skills

Organization of Work

Accuracy of Work

Thoroughness of Work

Comments:

---

**Quantity of Performance**

S   U

Amount Performed

Completion of Work as Scheduled

Consistency of Work Performed

Comments:

---

**Initiative And Judgment**

Demonstrated Initiative

S U

Use of Judgment

Adapting to New Situations Such As Unusual

Demands or Emergencies

Use of Decision-Making Skills

Comments: \_\_\_\_\_

**Attendance**

Regularity of Attendance

S U

Punctuality

Comments: \_\_\_\_\_

**Other Factors** ( If Necessary)

Supervisors Additional Comments: \_\_\_\_\_

Performance Needing Improvement: \_\_\_\_\_

Plans For Improving Performance: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Signature of Supervisor

*Don Sullivan*

Date

*4-13-00*

Signature of Employee

*Henry Wiltz*

Date

*4-13-2000*

( Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

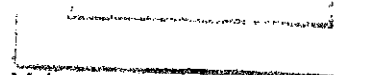
Original - Return to Personnel

Duplicate - To be Retained by Supervisor

Triplicate - To be Retained by Employee



Los Alamos Public Schools  
Classified Employee Evaluation



Name: WILTON, Henry

School and/or Department:

Maintenance

Present Position: Grounds Tech.

Date Assigned to Present Position: 7-2-90

S - Satisfactory - Indicates effective performance

U - Unsatisfactory - Indicates inferior performance (improvement required)

Personal Relations

S U

Cooperation with Other Employees

Cooperation with Supervisor (s)

Meeting and Relating to the Public

Attention to Personal Appearance

Comments: \_\_\_\_\_

Professional Responsibilities

S U

Compliance with Work Instructions

Resourceful use of Materials

Observance Of Policies, Rules, Regulations  
and Procedures

Care and Use of Equipment

Observance of Safety Precautions

Keeps Information Confidential

Demonstrates Loyalty To Position,

School/Department and District

Strives for Self-Improvement

Comments: \_\_\_\_\_

Quality of Performance

S U

General Performance

Communication Skills

Neatness of Work

Technical Skills

Organization of Work

Accuracy of Work

Thoroughness of Work

Comments: \_\_\_\_\_

Quantity of Performance

S U

Amount Performed

Completion of Work as Scheduled

Consistency of Work Performed

Comments: \_\_\_\_\_

**Initiative And Judgment**

Demonstrated Initiative

S U

Use of Judgment

Adapting to New Situations Such As Unusual

Demands or Emergencies

Use of Decision-Making Skills

Comments: \_\_\_\_\_

**Attendance**

Regularity of Attendance

S U

Punctuality

Comments: \_\_\_\_\_

**Other Factors** ( If Necessary)

Supervisors Additional Comments:

Performance Needing Improvement:

Plans For Improving Performance:

Employee Comments:

Signature of Supervisor

*Don Stittman*

Date

4-9-99

Signature of Employee

*Frankie*

Date

4-9-99

( Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel

Duplicate - To be Retained by Supervisor

TriPLICATE - To be Retained by Employee

LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE EVALUATION

Name: Henry Wilton

School and/or Department: Maintenance

Present Position: General Groundsman

Date Assigned to Present Position: 7-2-90

S - Satisfactory - indicates effective performance

U - Unsatisfactory - indicates inferior performance (improvement required)

---

PERSONAL RELATIONS

S U

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments:

PROFESSIONAL RESPONSIBILITIES

S U

Compliance with Work Instructions  
Resourceful use of Materials  
Observance of Policies, rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

Comments:

QUALITY OF PERFORMANCE

S U

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of work  
Thoroughness of Work

Comments:

QUANTITY OF WORK PERFORMED

S U

Amount performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments:

INITIATIVE AND JUDGMENT

S U

Demonstrated Initiative  
Use of Judgment  
adapting to New Situations such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

Comments:

ATTENDANCE

S U

Regularity of Attendance  
Punctuality

Comments:

OTHER FACTORS ( If Necessary)

Supervisor(s) Additional Comments:

Performance Needing Improvement:

Plans for Improving Performance:

Employee comments: \_\_\_\_\_

Signature of Supervisor: Don Sullivan Date: 4-16-98

Signature of Employee: James A. Smith Date: 4-15-98

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director

Duplicate - To be retained by Supervisor

Triplicate - To be retained by Employee

LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE EVALUATION

Name: HENRY WILTON

School and/or Department: FACILITIES

Present Position: GROUNDSMAN

Date Assigned to Present Position: 7-2-90

S - Satisfactory - Indicates effective performance

U - Unsatisfactory - Indicates inferior performance (Improvement required)

S U

PERSONAL RELATIONS

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments:

S

S U

PROFESSIONAL RESPONSIBILITIES

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

Comments:

S U

QUALITY OF PERFORMANCE

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

Comments:

S U

QUANTITY OF PERFORMANCE

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments:

S U

**INITIATIVE AND JUDGEMENT**

Demonstrated Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

Comments

S U

**ATTENDANCE**

Regularity of Attendance  
Punctuality

Comments:

**OTHER FACTORS** (If Necessary)

Supervisor(s) Additional Comments:

Performance Needing Improvement: \_\_\_\_\_

Plans for Improving Performance: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Signature of Supervisor Sam Ricketts Date: 4-1-97

Signature of Employee Henry W. Witter Date: 4-3-97

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director  
Duplicate- To be retained by Supervisor  
Triplicate- To be retained by Employee

6 12 11 PM  
JUL - 2 1996

LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE EVALUATION

Name: Henry Wilton School and/or Department: Maint.

Present Position: Grounds/Welder Date Assigned to Present Position: \_\_\_\_\_

S - Satisfactory - Indicates effective performance

U - Unsatisfactory - Indicates inferior performance (Improvement required)

S U

PERSONAL RELATIONS

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments:

S U

PROFESSIONAL RESPONSIBILITIES

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

Comments:

S U

QUALITY OF PERFORMANCE

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

Comments:

S U

QUANTITY OF PERFORMANCE

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments:



S U

**INITIATIVE AND JUDGEMENT**

Demonstrated Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

Comments

S U

**ATTENDANCE**

Regularity of Attendance  
Punctuality

Comments:

**OTHER FACTORS** (If Neccessary)

Supervisor(s) Additional Comments: \_\_\_\_\_

Performance Needing Improvement: \_\_\_\_\_

Plans for Improving Performance: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Signature of Supervisor: *Ken Miller* Date: 5/31/96

Signature of Employee: *Henry E. Wilton* Date: 5-31-96

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director  
Duplicate- To be retained by Supervisor  
Triplicate- To be retained by Employee

RECEIVED JUN 18 1996

LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE EVALUATION

Name: Henry Wilton School and/or Department: Maint.

Present Position: Grounds/Welder Date Assigned to Present Position: \_\_\_\_\_

S - Satisfactory - Indicates effective performance

U - Unsatisfactory - Indicates inferior performance (Improvement required)

S U

PERSONAL RELATIONS

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

Comments:

S U

PROFESSIONAL RESPONSIBILITIES

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

Comments:

S U

QUALITY OF PERFORMANCE

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

Comments:

S U

QUANTITY OF PERFORMANCE

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

Comments:

S U

**INITIATIVE AND JUDGEMENT**

Demonstrated Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

Comments

S U

**ATTENDANCE**

Regularity of Attendance  
Punctuality

Comments:

**OTHER FACTORS** (If Necessary)

Supervisor(s) Additional Comments: \_\_\_\_\_

Performance Needing Improvement: \_\_\_\_\_

Plans for Improving Performance: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Signature of Supervisor: *Ken Miller* Date: 5/21/96

Signature of Employee: *Henry E. Wilton* Date: 5-31-96

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director  
Duplicate- To be retained by Supervisor  
Triplicate- To be retained by Employee

**LOS ALAMOS SCHOOLS**  
Noncertified Employee Evaluation

Name: HENRY WILTON

School and/or Department: MAINTENANCE

Present Position: GROUNDSMAN/WELDER

Date Assigned to Present Position: \_\_\_\_\_

*Above Average*  
*Satisfactory*  
*Needs Improvement*

Comments

**PERSONAL RELATIONS**

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

**PROFESSIONAL RESPONSIBILITIES**

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

**QUALITY OF PERFORMANCE**

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

**QUANTITY OF PERFORMANCE**

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

**INITIATIVE AND JUDGEMENT**

Demonstrates Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

**ATTENDANCE**

Regularity of Attendance  
Punctuality

**OTHER FACTORS** (If Necessary)

--	--	--	--

Supervisor(s) Additional Comments:

Additional Performance Needing Impr.

Plans for Improving Performance:

Employee Comments:

Signature of Supervisor [Signature]

Date: 4/19/94

Signature of Employee [Signature]

Date: 4-19-94

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original - Return to Personnel Director  
Duplicate - To be retained by Supervisor  
Triplicate - To be retained by Employee

LOS ALAMOS SCHOOLS  
Noncertified Employee Evaluation

Name: Henry Wilton

School and/or Department: Maint/Grounds

Present Position: Welder

Date Assigned to Present Position: \_\_\_\_\_

Above Average

Satisfactory

Needs Improvement

Comments

**PERSONAL RELATIONS**

Cooperation with Other Employees  
Cooperation with Supervisor(s)  
Meeting and Relating to the Public  
Attention to Personal Appearance

**PROFESSIONAL RESPONSIBILITIES**

Compliance with Work Instructions  
Resourceful Use of Materials  
Observance of Policies, Rules, Regulations  
and Procedures  
Care and Use of Equipment  
Observance of Safety Precautions  
Keeps Information Confidential  
Demonstrates Loyalty to Position,  
School/Department and District  
Strives for Self-Improvement

**QUALITY OF PERFORMANCE**

General Performance  
Communication Skills  
Neatness of Work  
Technical Skills  
Organization of Work  
Accuracy of Work  
Thoroughness of Work

**QUANTITY OF PERFORMANCE**

Amount Performed  
Completion of Work as Scheduled  
Consistency of Work Performed

**INITIATIVE AND JUDGEMENT**

Demonstrates Initiative  
Use of Judgement  
Adapting to New Situations Such as Unusual  
Demands or Emergencies  
Use of Decision-Making Skills

**ATTENDANCE**

Regularity of Attendance  
Punctuality

**OTHER FACTORS (If Necessary)**

Supervisor(s) Additional Comments:

Additional Performance Needing Improvement:

Plans for Improving Performance:

Employee Comments:

Signature of Supervisor

*Ken Fairman*

Date: 4/10/95

Signature of Employee

*Henry Wilton*

Date: 4-10-95

(Employee's signature does not indicate approval, only that he/she has seen and discussed it with the Supervisor.)

Original . Return to Personnel Director  
Duplicate . To be retained by Supervisor  
Triplicate . To be retained by Employee

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### REHIRE

#### BASIC INFORMATION:


Social Security Number \_\_\_\_\_ Cell Phone 505-929-4789  
 Name of Employee WILTON, HENRY Phone \_\_\_\_\_  
 Date of Birth '1966 Retired Employee: NO  
 Address 1005 PARK STREET Pay Cycle: 24  
 City/State/Zip ESPANOLA NM 87532 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN IV- Grounds First Pay Check 7/15/2014  
 Start Date 7/1/2014 Grade 31  
 End Date 6/30/2015 Step 26  
 Contract Day 260 Hourly Rate: \$23.98  
 Days Worked 260 Daily Amount \$191.83  
 Hours 8 Base Salary \$49,875.45

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$49,875.45
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary \$49,875.45		

#### SIGNATURES:

  
 Coordinator of Human Resources

  
 Chief Financial Officer

Cindy Herrera 6/17/2014  
 Created By Date

6/26/14  
 Date

**LOS ALAMOS PUBLIC SCHOOLS  
PERSONNEL ACTION  
REHIRE**

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_  
Name of Employee WILTON, HENRY  
Date of Birth 1966  
Address 1310 KIVA LANE  
City/State/Zip ESPANOLA NM 87532

Cell Phone \_\_\_\_\_  
Phone 505-747-6854  
Retired Employee: NO  
Pay Cycle: 24  
Pay Location: FACILITIES  
Work Location: FACILITIES

**PAYROLL INFORMATION:**

Position MAINTENANCE TECHNICIAN IV- Grounds First Pay Check 7/15/2013  
Start Date 7/1/2013 Grade 31  
End Date 6/30/2014 Step 25  
Contract Day 260 Hourly Rate: \$23.28  
Days Worked 260 Daily Amount \$186.24  
Hours 8 Base Salary \$48,422.76

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$48,422.76
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary \$48,422.76		

**SIGNATURES:**

  
Coordinator of Human Resources

  
Chief Financial Officer

Cindy Herrera  
Created By

6/7/2013  
Date

6/18/13  
Date

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### REHIRE

#### BASIC INFORMATION:

Social Security Number \_\_\_\_\_  
 Name of Employee WILTON, HENRY  
 Date of Birth 1966  
 Address 1310 KIVA LANE  
 City/State/Zip ESPANOLA NM 87532

Cell Phone \_\_\_\_\_  
 Phone 505-747-6854  
 Retired Employee: NO  
 Pay Cycle: 24  
 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN IV- Grounds First Pay Check 7/13/2012  
 Start Date 7/1/2012 Grade 31  
 End Date 6/30/2013 Step 24  
 Contract Day 260 Hourly Rate: \$22.82  
 Days Worked 259 Daily Amount \$182.59  
 Hours 8 Base Salary \$47,473.00

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$47,473.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
Due to a furlough day within the district for SY 2012-2013: all employees with a work contract of 180 days to 220 days will either start work one day later then their normal start date or will end one day earlier then their normal end date. All 260 employees will have April 12, 2013 as an unpaid day of leave for the SY.				
Plus: one (1) additional equivalent contract day for the 2012-13 school year only. The equivalent hours shall be worked based on FTE in a minimum of one hour increments outside of contract time as determined by departments with pre-approval of the Site Administration. This time must be used for professional development training for all classified staff.				
		Total Salary <u>\$47,473.00</u>		

#### SIGNATURES:

  
 Coordinator of Human Resources

  
 Chief Financial Officer

Cindy Herrera 6/25/2012  
 Created By Date

7/14/12  
 Date



**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**CHANGE**

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_ Retired NO  
Name of Employee WILTON, HENRY PayCycle 24  
Work Location FACILITIES Pay Location FACILITIES

**PAYROLL INFORMATION:**

	PRESENT	CHANGE TO
Effective Date	7/1/2011	8/22/2011
End Date	8/21/2011	6/30/2012
Position	MAINTENANCE TECHNICIAN II- Grounds	MAINTENANCE TECHNICIAN IV- Grounds
Range	23	31
Step	23	23
Contract Day	259	
Days Work	36	223
FTE	1.00	1.00
Job Code	MAINTENANCE	MAINTENANCE <i>d</i>
Account #	11000.2600.51100.0000.041000.1614.615.000	11000.2600.51100.0000.041000.1614.615.0000
Base Salary	\$37,682.00	\$45,913.00
Salary	\$5,237.64	\$39,531.21

**Total Salary \$44,768.85**

**COMMENTS:** Mr. Wilton was hired to fill the vacancy created by Gilbert Herrera's retirement.

**SIGNATURES:**

**Gail Irestone**   
Coordinator of Human Resources

  
Chief Financial Officer

**Cindy Herrera** 8/22/2011  
Created By Date

8/22/11  
Date

# LOS ALAMOS PUBLIC SCHOOLS PERSONNEL ACTION ADDITIONAL ASSIGNMENT

## BASIC INFORMATION:

Social Security Number \_\_\_\_\_ Phone 505-747-6854  
 Name of Employee WILTON, HENRY Retired Employee: NO  
 Date of Birth '1966 Pay Cycle: 24  
 Address 1310 KIVA LANE Pay Location: FACILITIES  
 City/State/Zip ESPANOLA NM 87532 Work Location: FACILITIES

## PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN IV- Grounds Hourly First Check \_\_\_\_\_  
 Start Date 7/1/2011 Grade HOURLY DIFF  
 End Date 6/30/2012 Step HOURLY DIFF  
 Contract Day 260 / 259 Hourly Rate: \$3.97  
 Days Worked 259 Daily Amount \$0.00  
 Hours 8 Base Salary \$3.97

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTHOURLY	11000.2600.51100.0000.041000.1614.615.0000	0.00	8.00	\$3.97
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary <u>\$3.97</u>		

## SIGNATURES:

Gail Irestone  
 Coordinator of Human Resources

Created By Cindy Herrera Date 6/7/2011

[Signature]  
 Chief Financial Officer

Date 6/12/11

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### REHIRE

#### BASIC INFORMATION:

Social Security Number _____	Cell Phone _____
Name of Employee <u>WILTON, HENRY</u>	Phone <u>505-747-6854</u>
Date of Birth <u>/1966</u>	Retired Employee: <u>No</u>
Address <u>1310 KIVA LANE</u>	Pay Cycle: <u>24</u>
City/State/Zip <u>ESPANOLA NM 87532</u>	Pay Location: <u>FACILITIES</u>
	Work Location: <u>FACILITIES</u>

#### PAYROLL INFORMATION:

Position <u>MAINTENANCE TECHNICIAN II- Grounds</u>	First Pay Check <u>7/15/2011</u>
Start Date <u>7/1/2011</u>	Grade <u>23</u>
End Date <u>6/30/2012</u>	Step <u>23</u>
Contract Day <u>260 / 259</u>	Hourly Rate: <u>\$18.19</u>
Days Worked <u>259</u>	Daily Amount <u>\$145.49</u>
Hours <u>8</u>	Base Salary <u>\$37,682.00</u>

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000 ✓	1.00	8.00	\$37,682.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
Due to a furlough day within the district for SY 2011-2012: all employees with a work contract of 186 days to 220 days will either start work one day later then their normal start date or will end one day earlier then their normal end date due to an unpaid day of leave for the SY. All 200 employees will have April 5, 2012 as an unpaid day of leave for the SY.				
<b>Total Salary</b>				<b>\$37,682.00</b>

#### SIGNATURES:

**Gail Irestone**   
 Coordinator of Human Resources

  
 Chief Financial Officer

**Cindy Herrera** 6/7/2011  
 Created By Date

6/13/11  
 Date

# LOS ALAMOS PUBLIC SCHOOLS PERSONNEL ACTION ADDITIONAL ASSIGNMENT

## BASIC INFORMATION:

Social Security Number _____	Phone <u>505-747-6854</u>
Name of Employee <u>WILTON, HENRY</u>	Retired Employee: <u>NO</u>
Date of Birth <u>1966</u>	Pay Cycle: <u>24</u>
Address <u>1310 KIVA LANE</u>	Pay Location: <u>FACILITIES</u>
City/State/Zip <u>ESPANOLA NM 87532</u>	Work Location: <u>FACILITIES</u>

## PAYROLL INFORMATION:

Position <u>MAINTENANCE TECHNICIAN IV- Grounds Hourly</u>	First Check _____
Start Date <u>5/30/2011</u>	Grade <u>HOURLY DIFF</u>
End Date <u>6/30/2011</u>	Step <u>HOURLY DIFF</u>
Contract Day <u>260 / 259</u>	Hourly Rate: <u>\$3.97</u>
Days Worked <u>24</u>	Daily Amount <u>\$0.00</u>
Hours <u>8</u>	Base Salary <u>\$3.97</u>

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTHOURLY	11000.2600.51100.0000.041000.1614.615.0000	0.00	8.00	\$3.97
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
Range differential is based on a Range 31 Step 22 \$22.16 and Range 23 Step 22 \$18.19.				
		Total Salary \$3.97		

## SIGNATURES:

Gail Irestone  
Coordinator of Human Resources

Cindy Herrera 5/18/2011  
Created By Date

Chief Financial Officer  
5/20/11  
Date

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### REHIRE

#### BASIC INFORMATION:

Social Security Number _____	Cell Phone _____ Phone <u>505-747-6854</u>
Name of Employee <u>WILTON, HENRY</u>	Retired Employee: <u>No</u>
Date of Birth <u>      </u> /1966	Pay Cycle: <u>24</u>
Address <u>1310 KIVA LANE</u>	Pay Location: <u>FACILITIES</u>
City/State/Zip <u>ESPANOLA NM 87532</u>	Work Location: <u>FACILITIES</u>

#### PAYROLL INFORMATION:

Position <u>MAINTENANCE TECHNICIAN II- Grounds</u>	First Pay Check <u>7/15/2010</u>
Start Date <u>7/1/2010</u>	Grade <u>23</u>
End Date <u>6/30/2011</u>	Step <u>22</u>
Contract Day <u>260</u> / <u>259</u>	Hourly Rate: <u>\$18.19</u>
Days Worked <u>259</u>	Daily Amount <u>\$145.49</u>
Hours <u>8</u>	Base Salary <u>\$37,682.00</u>

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000 <i>8</i>	1.00	8.00	\$37,682.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
Due to a furlough day within the district for SY 2010-2011: all employees with a work contract of 186 days to 220 days will either start work one day later then their normal start date or will end one day earlier then their normal end date due to an unpaid day of leave for the SY. All 260 employees will have March 31, 2011 as an unpaid day of leave for the SY.				
		Total Salary <u>\$37,682.00</u>		

#### SIGNATURES:

James Telles  
Director of Human Resources

JW  
Director of Business Services

Cindy Herrera 6/21/2010  
Created By Date

6/23/10  
Date

**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**REHIRE**

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_  
Name of Employee WILTON, HENRY  
Date of Birth /1966  
Address 1310 KIVA LANE  
City/State/Zip ESPANOLA NM 87532

Phone 505-747-6854  
Retired Employee: No  
Pay Cycle: 24  
Pay Location: FACILITIES  
Work Location: FACILITIES

**PAYROLL INFORMATION:**

Position MAINTENANCE TECHNICIAN II- Grounds First Pay Check 7/15/2009  
Start Date 7/1/2009 Grade 23  
End Date 6/30/2010 Step 21  
Contract Day 260 Hourly Rate: \$18.19  
Days Worked 259 Daily Amount \$145.49  
Hours 8 Base Salary \$37,682.00

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$37,682.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary <u>\$37,682.00</u>		

**SIGNATURES:**

**James Telles**   
Director of Human Resources

  
Director of Business Services

**Cindy Herrera** 6/16/2009  
Created By Date

6/19/09  
Date

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### REHIRE

#### BASIC INFORMATION:

Social Security Number \_\_\_\_\_  
 Name of Employee WILTON, HENRY  
 Date of Birth /1966  
 Address 1310 KIVA LANE  
 City/State/Zip ESPANOLA NM 87532

Phone 747-6854  
 Retired Employee: No  
 Pay Cycle: 24  
 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II- Grounds First Pay Check 7/15/2008  
 Start Date 7/1/2008 Grade 23  
 End Date 6/30/2009 Step 20  
 Contract Day 260 Hourly Rate: \$18.19  
 Days Worked 260 Daily Amount \$145.49  
 Hours 8 Base Salary \$37,828.00

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$37,828.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary <u>\$37,828.00</u>		

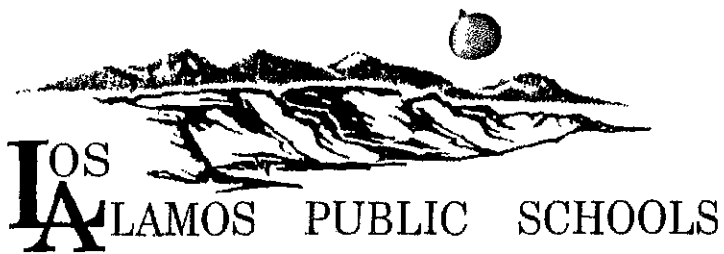
#### SIGNATURES:

James Telles  
 Director of Human Resources

[Signature]  
 Director of Business Services

Cindy Herrera June 16, 2008  
 Created By Date

6/17/08  
 Date



**ADVANCE PAYMENT  
SCHOOL YEAR 2008-2009**

Date: June 12, 2008

To: Linda Fox, Payroll

From: James Telles, Director of Human Resources

John Wolfe, Director of Business Services

Re: Advance Payment

=====

Please pay the employee listed below the Advance Payment amount due to the change in pay dates from the 5th and 20th to the 15th and 30th effective the 2008-2009 school year.

Social Security Number:

Employee: HENRY  
WILTON

Account Number: 11000.2600.51100.0000.041000.1614.615.0000

Advance Payment Amount \$400.00

Thank you.

cc:

Personnel File



**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**REHIRE**

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_  
Name of Employee WILTON, HENRY  
Date of Birth '1968  
Address 1310 KIVA LANE  
City/State/Zip ESPANOLA NM 87532

Phone 747-6854  
Retired Employee: No  
Pay Cycle: 24  
Pay Location: FACILITIES  
Work Location: FACILITIES

**PAYROLL INFORMATION:**

Position MAINTENANCE TECHNICIAN II First Pay Check 7/5/2007  
Start Date 7/1/2007 Grade 23  
End Date 6/30/2008 Step 19  
Contract Day 260 Hourly Rate: \$17.65  
Days Worked 260 Daily Amount \$141.23  
Hours 8 Base Salary \$36,719.00

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.2600.51100.0000.041000.1614.615.0000	1.00	8.00	\$36,719.00
	0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary <u>\$36,719.00</u>		

**SIGNATURES:**

James Telles  
Director of Human Resources

[Signature]  
Director of Business Services

Cindy Herrera 6/7/2007  
Created By Date

\_\_\_\_\_  
Date

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE - REHIRE

#### BASIC INFORMATION:

Social Security Number \_\_\_\_\_  
 Name of Employee WILTON, HENRY  
 Date of Birth 1966  
 Address 1310 KIVA LANE  
 City/State/Zip ESPANOLA NM 87532

Phone 747-6854  
 Retired Employee: No  
 Pay Cycle: 24  
 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II

Start Date <u>7/1/2006</u>	Grade <u>23</u>	Schedule on/off <u>SCHEDULE</u>
End Date <u>6/30/2007</u>	Step <u>18</u>	First Check _____
Contract Day <u>260</u>	Hourly Rate: <u>\$16.81</u>	
Days Worked <u>260</u>	Daily Amount <u>\$134.50</u>	
Hours <u>8</u>	Base Salary <u>\$34,970.00</u>	

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	52000.2600.51100.0000.041620.1614 <del>1000.0000.1614.600.0000</del>	1.00	8.00	\$34,970.00
	11000.0000.51100.0000.041000.1614.600.0000 0	0.00	0.00	\$0.00
	0	0.00	0.00	\$0.00
		Total Salary <u>\$34,970.00</u>		

#### SIGNATURES:

  
 Director of Human Resources

  
 Director of Business Services

Cindy Herrera 6/16/2006  
 Created By Date

6-21-06  
 Date

**Subject: Payroll Accounts**

**Date:** Monday, August 28, 2006 4:17 PM

**From:** Littleton, Tom <t.littleton@laschools.net>

**To:** "Telles, James" <j.telles@laschools.net>

**Cc:** "Jenkins, Peggy" <p.jenkins@laschools.net>

**Conversation:** Payroll Accounts

June informed me that she had noticed that Henry Wilton is being paid from the lease facility account and that Orlando Garcia is being paid from the general maintenance account. Those two should be switched as Orlando is the person assigned to lease facilities and Henry is a regular maintenance worker.

Thank You,  
Tom L

Orlando Garcia 1.0fte

52000.2600.51100.1000.041000.1614.620.0000

Henry Wilton 1.0fte

11000.2600.51100.0000.041000.1614.620.0000

Peggy,

Please make the following account changes for Orlando and Henry. Orlando Garcia's PA has the right account, but Enterprise is incorrect. Henry has the wrong account on the PA, but matches in Enterprise, although incorrect.

Thanks  
Cindy  
Aug 29, 06

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE - REHIRE

#### BASIC INFORMATION:

Social Security Number \_\_\_\_\_  
 Name of Employee WILTON, HENRY  
 Date of Birth '1966  
 Address 1310 KIVA LANE  
 City/State/Zip ESPANOLA NM 87532

Phone 747-6854  
 Retired Employee: No  
 Pay Cycle: 24  
 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II

Start Date <u>7/1/2005</u>	Grade <u>23</u>	Schedule on/off <u>SCHEDULE</u>
End Date <u>6/30/2006</u>	Step <u>17</u>	First Check _____
Contract Day <u>260</u>	Hourly Rate: <u>\$16.01</u>	
Days Worked <u>260</u>	Daily Amount <u>\$128.10</u>	
Hours <u>8</u>	Base Salary <u>\$33,305.00</u>	

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	52000.05.1614.620	1	8.00	\$33,305.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00
			Total Salary	\$33,305.00

#### SIGNATURES:

  
 Director of Human Resources

  
 Director of Business Services

Cindy Herrera 6/16/2005  
 Created By Date

6-20-05  
 Date



# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE - REHIRE

#### BASIC INFORMATION:

Social Security Number	Certified: NO
Name of Employee WILTON, HENRY	Classified: Yes
Date of Birth 1966	Student Employee: No
Gender MALE	Retired Employee: No
Ethnicity C	
Address 1310 KIVA LANE	Pay Cycle: 24
City/State/Zip ESPANOLA NM 87532	Pay Location: FACILITIES
Phone 753-8626	Work Location: FACILITIES


#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II

Start Date	7/1/2004	Grade	23	Schedule on/off	SCHEDULE
End Date	6/30/2005	Step	16	First Check	
Contract Day	260	Hourly Rate:	\$15.70	Last Check	
Days Worked	260	Daily Amount	\$125.59		
Hours	8	Base Salary	\$32,652.00		

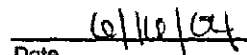
JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	52000.05.1614.620	1	8.00	\$32,652.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00
			Total Salary	\$32,652.00

#### SIGNATURES:

  
 Director of Human Resources

  
 Director of Business Services

Cindy Herrera      8/15/2004  
 Created By      Date

 6/16/04  
 Date



# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE - REHIRE

#### BASIC INFORMATION:

Social Security Number	Certified: NO
Name of Employee WILTON, HENRY	Classified: Yes
Date of Birth 1966	Student Employee: No
Gender MALE	Retired Employee: No
Ethnicity C	
Address 1310 KIVA LANE	Pay Cycle: 24
City/State/Zip ESPANOLA NM 87532	Pay Location: FACILITIES
Phone 753-8626	Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II

Start Date	7/1/2003	Grade	23	Schedule on/off	SCHEDULE
End Date	6/30/2004	Step	15	First Check	
Contract Day	260	Hourly Rate:	\$15.39	Last Check	
Days Worked	260	Daily Amount	\$123.12		
Hours	8	Base Salary	\$32,012.00		

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	52000.05.1614.620	1	8.00	\$32,012.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00
<b>Total Salary</b>				<b>\$32,012.00</b>

#### SIGNATURES:

*Mary Lee*  
 Director of Human Resources      Date

*Hugh Willy*  
 Director of Business Services

Int **CH** Date 6/18/2003

6-18-2003  
 Date

*KJ*

**Los Alamos Public Schools  
Personnel Action  
One-Time Salary Payment**

---

**Basic Information:**

Name WILTON, HENRY

---

**Payroll Information:**

Information as of September 3, 2002

Position MAINTENANCE TECHNICIAN II

Base Salary \$31,080.00

Salary One \$31,080.00

Salary Two \$0.00

Salary Three \$0.00

Account #	Base FTE	Flat Amount	% Amount	Sub Total
11000.05.1614.620	1.00	\$520.00	\$435.12	\$955.12
0	0.00	\$0.00	\$0.00	\$0.00
0	0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$520.00	\$435.12	
<b>Total</b>	<b>1.00</b>			<b>\$955.12</b>

---

**Signatures:**

  
Mary Rose Cde Jaca  
Director of Human Resources

10/1/02  
Date

Int CH

  
Hugh V. Miller III  
Director of Business Services

10/1/02  
Date

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE - REHIRE

#### BASIC INFORMATION:

Social Security Number \_\_\_\_\_  
 Name of Employee WILTON, HENRY  
 Date of Birth /66  
 Gender MALE  
 Ethnicity C  
 Address 1310 KIVA LANE  
 City/State/Zip ESPANOLA NM 87532  
 Phone 753-8626

Certified: NO  
 Classified: Yes  
 Student Employee: No  
 Retired Employee: No  
 Pay Cycle: 24  
 Pay Location: FACILITIES  
 Work Location: FACILITIES

#### PAYROLL INFORMATION:

Position MAINTENANCE TECHNICIAN II

Start Date	<u>7/1/02</u>	Grade	<u>23</u>	Schedule on/off	<u>SCHEDULE</u>
End Date	<u>6/30/03</u>	Step	<u>14</u>	First Check	_____
Contract Day	<u>260</u>	Hourly Rate:	<u>\$14.94</u>	Last Check	_____
Days Worked	<u>260</u>	Daily Amount	<u>\$119.54</u>		
Hours	<u>8</u>	Base Salary	<u>\$31,080.00</u>		

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.05.1614.620	1	8.00	\$31,080.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00

Total Salary \$31,080.00

#### SIGNATURES:

Mary Rose Anderson  
 Director of Human Resources Date

Jim Anderson  
 Business Manager

Int CH DATE 6/18/02

DATE



**LOS ALAMOS PUBLIC SCHOOLS  
PERSONNEL ACTION  
HIRE - REHIRE**

**BASIC INFORMATION:**

Social Security Number _____	Certified: _____ NO
Name of Employee <u>WILTON, HENRY</u>	Classified: _____ Yes
Date of Birth <u>/66</u>	Student Employee: _____ No
Gender <u>MALE</u>	Retired Employee: _____ No
Ethnicity <u>C</u>	Pay Cycle: <u>24</u>
Address <u>1310 KIVA LANE</u>	Pay Location: <u>FACILITIES</u>
City/State/Zip <u>ESPANOLA NM 87532</u>	Work Location: <u>FACILITIES</u>
Phone <u>753-8626</u>	

**PAYROLL INFORMATION:**

Position <u>MAINTENANCE TECH</u>		
Start Date <u>7/1/01</u>	Grade <u>23</u>	Schedule on/off <u>SCHEDULE</u>
End Date <u>6/30/02</u>	Step <u>13</u>	First Check _____
Contract Day <u>260</u>	Hourly Rate: <u>\$14.94</u>	Last Check _____
Days Worked <u>260</u>	Daily Amount <u>\$119.54</u>	
Hours <u>8</u>	Base Salary <u>\$31,080.00</u>	

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINTENANCE	11000.05.1614.620	1	8.00	\$31,080.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00
			Total Salary	\$31,080.00

**SIGNATURES:**

<u>Mary Rose</u> Director of Human Resources	<u>Henry Wilton</u> Business Manager
Date	Date
Int <u>CH</u> DATE <u>6/12/01</u>	<u>6-21-2001</u> DATE

*K.A.*

**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**Classified Salary Increase Per Board Approval**

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_  
Name of Employee WILTON, HENRY  
Start Date 7/1/2000  
End Date 6/30/2001

**PAYROLL INFORMATION:**

Job Code	Account #	FTE	# Days	00/01 Current Salary	New Salary	Difference
MAINTENANCE	11000.05.1614.620	1.0000	260	\$28,839.00	\$29,183.00	\$344.00
	0	0.0000	0	\$0.00	\$0.00	\$0.00
	0	0.0000	0	\$0.00	\$0.00	\$0.00
<b>NOTE: Subject to OT Hours or Additional Hours above FTE.</b>				\$13.86	\$14.03	

**Difference:** \$344.00

**COMMENTS:**

Change is due to Board approval on October 10, 2000. To begin the school year 2000-2001, staff were given a 5.00% increase on the 1999-2000 salary. The difference was determined by multiplying 6.25% of the SY 1999-2000 base salary and subtracting the difference of the salary paid for the SY 2000-2001, including changes in FTE's and days worked.

All account number distributions will remain the same, no changes required.

**SIGNATURES:**

Mary Rose 10/16/2000 Angelo Wilby III 10/21/2000  
Director of Human Resource Date Director of Business Services Date  
CH  
Int

# LOS ALAMOS PUBLIC SCHOOLS

## PERSONNEL ACTION

### HIRE/REHIRE

**BASIC INFORMATION:** Current Employee: No ☐ Yes ☒

Social Security Number \_\_\_\_\_ Certified \_\_\_\_\_ Non-Certified NO

Name of Employee WILTON, HENRY Certified \_\_\_\_\_ Classified Yes

Date of Birth 1966 Certified \_\_\_\_\_

Gender MALE Student Employee: No

Ethnicity C Retired Employee No

Address 1310 KIVA LANE

City/State/Zip ESPANOLA NM 87532

Phone 753-8626 Pay Cycle: 24

Work Location FACILITIES Pay Location FACILITIES

### PAYROLL INFORMATION:

Start Date 7/1/2000 End Date 6/30/2001 First Check \_\_\_\_\_

Schedule on/off SCHEDULE Grade 23 Last Check \_\_\_\_\_

Contract Day 260 Step 12 # of Installments \_\_\_\_\_

Hours/Schedule 8 Base Salary \$28,839.00 Hourly Amount \$13.86

Position MAINTENANCE TECH Days Worked 260 Daily Amount \$110.92

JOB CODE	ACCOUNT NUMBER	FTE	DAILY HOURS	SALARY
MAINT1	11000.05.1614.620	1	8.00	\$28,839.00
	0	0	0.00	\$0.00
	0	0	0.00	\$0.00
			Total Salary	\$28,839.00

### SIGNATURES:

Mary Rose McBurn  
Director of Human Resources Date

Henry Miller III  
Business Manager 8-14-2000

Int CH DATE 7/26/2000

DATE

**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**HIRE/REHIRE**

RECEIVED PAYROLL

JUN 25 1999

ENTERED PAYROLL

JUN 25 1999 *69*

**BASIC INFORMATION:**

Social Security Number \_\_\_\_\_

Name of Employee WILTON, HENRY

Date of Birth       '66      

Gender       M      

Ethnicity       C      

Address 1310 KIVA LANE  
NM 87532

Phone 753-8626

Work Location FACILITIES

Previous Employee: No ☐ Yes ☒ Year \_\_\_\_\_

Certified \_\_\_\_\_ Non-Certified Yes

Certified \_\_\_\_\_ Classified Yes

Student Employee No

Retired Employee No

Pay Cycle: A-24 CHECK

Pay Location FACILITIES

**PAYROLL INFORMATION:**

Start Date 07/01/99

End Date 6/30/00

First Check \_\_\_\_\_

Schedule on/off SCHEDULE

Grade 23

Last Check \_\_\_\_\_

Contract Day 260

Step 11

Number of check \_\_\_\_\_

Hours/Schedule 8

Base Salary \$27,466.00

Hourly Amount \$13.20

Position MAINTENANCE TECH

Daily Amount \$105.64

Job code	Account number	FTE	# actual days worked	# actual hrs in a day	Actual Salary
MAINT1	11000.05.1614	1.00	260	8	\$27,466.00
Extra days	11000.05.1614				
Total Salary					\$27,466.00

*1144.44*

**SIGNATURES:**

*Mary Rose Lubow*

Director of Human Resources JUN 24 1999

Int PS Date \_\_\_\_\_

*DSF/B*  
 For Business Manager

6/28/99  
 Date

**LOS ALAMOS PUBLIC SCHOOLS**  
**PERSONNEL ACTION**  
**CLASSIFIED SALARY INCREASE PER BOARD APPROVAL**

Social Security Number \_\_\_\_\_

Name of Employee: WILTON, HENRY

START DATE 7/1/98 END DATE 6/30/99

Job Code	Account #	FTE	# DAYS	98/99 Current Salary	New Salary	Difference
MAINT1	11000.05.1614.620	1	260	\$25,463.00	\$26,158.00	\$695.00
MAINTH	NOTE: SUBJECT TO OT HOURS OR ADDITIONAL HOURS ABOVE FTE.			\$12.24	\$12.58	

Difference: \$695.00

Change is due to Board approval on February 9, 1999. To begin the school year 1998/1999, staff were given a 6.00% increase on the 1997/1998 salary. The difference was determined by multiplying 9% of the SY 1997/1998 base salary and subtracting the difference of the salary paid for the SY 1998/1999, including changes in FTE's and days worked.

All account number distributions will remain the same, no changes required.

  
Director of Human Resources

Date 2/22/99

  
Business Manager

Date 2/22/99

INT 

**Los Alamos Public Schools**  
2014-2015

**Non Certified 260 Employee Contract**

Document: Contract Non Certified 260 Employee

WILTON, HENRY

Issued By: Los Alamos Public Schools on 6/30/2014

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent" and "Non-Certified Employee" with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2014-2015 beginning and ending as listed below, as specified by the Board in its calendar for the 2014-2015 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2014-2015 the Employee's salary and FTE as listed below, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.  
  
The contract salary for the school year 2014-2015 is based upon the total of working days as listed below, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.
- The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.
4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

Los Alamos Public Schools

**Los Alamos Public Schools**  
2014-2015

**Non Certified 260 Employee Contract**


Document: Contract Non Certified 260 Employee  
Issued By: Los Alamos Public Schools on 6/30/2014

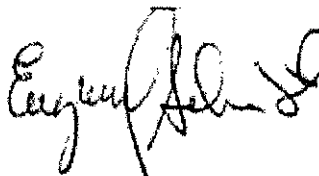
WILTON, HENRY

**Position Information**

Start Date: 07/01/2014    End Date: 06/30/2015    Amount: \$49,875.45  
Days: 260  
FTE: 1.00  
Type: Non Certified 260 Employee  
Salary Sch: 1415 8HR SALARY RANGE 31 STEP 26

Total Amount: \$49,875.45

 6-27-2014  
\_\_\_\_\_  
Employee Signature                      Date

  
\_\_\_\_\_  
Eugene Schmidt                      6/30/2014  
Superintendent                      Date

**Los Alamos Public Schools**

2014-2015

**Notice of Intent to Hire- Non Certified Employee**

Document: NOI Non Certified Employee

WILTON, HENRY

Issued By: Los Alamos Public Schools on 5/9/2014

Until a formal contract of employment as a Non-Certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice in accordance with the New Mexico Statute and any applicable rules and regulations of the Local School Board and Public Education Department.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment with fifteen (15) calendar days of receipt of this offer.


Keep the original and return the copy of this notice to the Human Resources Department.

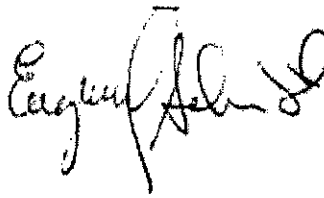
Thank you.

**Position Information**

FTE: 1.00

Type: Non Certified Employee

 5-9-2014  
Employee Signature Date

  
Eugene Schmidt  
Superintendent

5/9/2014  
Date



# Los Alamos Public Schools

2013-2014

## Non Certified 260 Employee Contract

Document: Contract Non Certified 260 Employee

WILTON, HENRY E.

Issued By: Los Alamos Public Schools on 7/1/2013

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent" and "Non-Certified Employee" with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2013-2014 beginning and ending as listed below, as specified by the Board in its calendar for the 2013-2014 school year.

2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.

3. In accordance with the School District's approved salary schedule for the school year 2013-2014 the Employee's salary and FTE as listed below, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2013-2014 is based upon the total of working days as listed below, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the School District. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.

6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

Los Alamos Public Schools

# Los Alamos Public Schools

2013-2014

## Non Certified 260 Employee Contract

Document: Contract Non Certified 260 Employee

WILTON, HENRY E.

Issued By: Los Alamos Public Schools on 7/1/2013

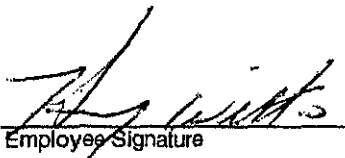
### Position Information

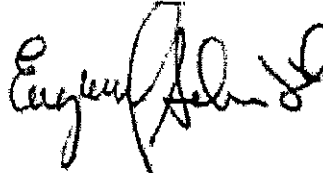
Start Date: 07/01/2013 End Date: 06/30/2014 Amount: \$48,422.76  
Days: 260  
FTE: 1.0000  
Type: Non Certified 260 Employee  
Salary Sch: 1213 8 HR SALARY RANGE 31 STEP 25

Hourly Rate: \$23.28

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Total Amount: \$48,422.76

 7-1-2013  
Employee Signature Date

  
Eugene Schmidt 7/1/2013  
Superintendent Date

**Los Alamos Public Schools**

2013-2014

**Notice of Intent to Hire- Non Certified Employee**

Document: NOI Non Certified Employee

WILTON, HENRY E.

Issued By: Los Alamos Public Schools on 5/3/2013

Until a formal contract of employment as a Non-Certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice in accordance with the New Mexico Statute and any applicable rules and regulations of the Local School Board and Public Education Department.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment with fifteen (15) calendar days of receipt of this offer.

Keep the original and return the copy of this notice to the Human Resources Department.

Thank you.


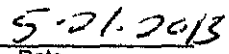
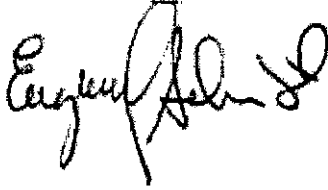

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**Position Information**

FTE: 1.0000

Type: NOI Non Certified Employee

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Employee Signature	Date	Eugene Schmidt Superintendent	Date

Please return to Human Resources by May 24, 2013.

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2012 - 2013**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2012-2013 beginning **7/1/2012** and ending **6/30/2013**, as specified by the Board in its calendar for the 2012-2013 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2012-2013 the Employee's salary is **\$47,473.00**, for a **1.00 FTE, Range 31 Step 24**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2012-2013 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/13/2012**.

The contract salary for the school year 2012-2013 is based upon a school year of **259** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District, plus: one (1) additional equivalent contract day for the 2012-2013 school year only. The equivalent hours shall be worked based on FTE in a minimum of one hour increments outside of contract time as determined by departments with pre-approval of the Site Administration. This time must be used for professional development training for all classified staff. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.


6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

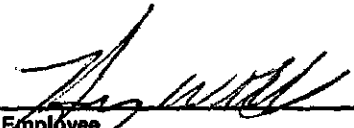
Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date **July 2, 2012**

  
\_\_\_\_\_  
Employee  
**7-15-2012**  
\_\_\_\_\_  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2012 - 2013**

**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

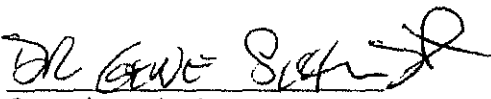
Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice, in accordance with the New Mexico Statute and any applicable rules and regulations of the Local School Board and Public Education Department.

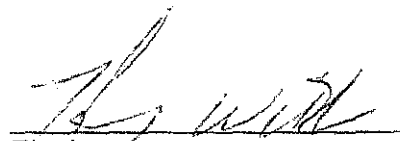
You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer.

Keep the original and return a signed copy of this notice to the Human Resources Department. Thank you.

**Total FTE: 1.00**

  
Superintendent

May 7, 2012  
Date

  
Employee

5.23.2012  
Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2011 - 2012**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2011-2012 beginning **8/22/2011** and ending **6/30/2012**, as specified by the Board in its calendar for the 2011-2012 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2011-2012 the Employee's salary is **\$39,531.21**, for a **1.00 FTE**, Range **31** Step **23**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2011-2012 is based upon a school year of **223** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.

6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.


**Los Alamos Public Schools**

This contract renders null and void any previous contracts issued for the 2011-2012 school year.

Ms. Wilton worked a total of 36 days at Range 23 Step 23, 1.00 FTE, actual salary of \$5,237.64 and will work a total of 223 days at Range 31 Step 23, 1.00 FTE, actual salary of \$39,531.21. Total salary for school year 2011-2012 is \$44,768.85.

  
\_\_\_\_\_  
Superintendent

Date **8/22/2011**

  
\_\_\_\_\_  
Employee

Date **8-26-2011**

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2011 - 2012**

AUTHORITY: This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2011-2012 beginning **7/1/2011** and ending **6/30/2012**, as specified by the Board in its calendar for the 2011-2012 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2011-2012 the Employee's salary is **\$37,682.00** for a **1.00 FTE**, Range **23** Step **23**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2011-2012 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/15/2011**.

The contract salary for the school year 2011-2012 is based upon a school year of **259** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.

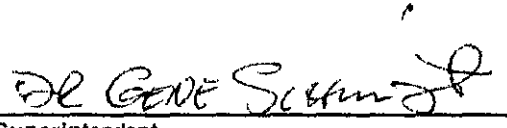
The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.


Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date **June 24, 2011**

  
\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date **7-18-2011**

**Los Alamos Public Schools  
Non-Certified Staff  
2011 - 2012**

**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice, in accordance with the New Mexico Statute and any applicable rules and regulations of the Local School Board and Public Education Department.

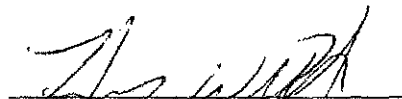
You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer.

Keep the original and return a signed copy of this notice to the Human Resources Department. Thank you.

**Total FTE: 1.00**

  
\_\_\_\_\_  
Superintendent

**May 11, 2011**  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Employee

**5.17.2011**  
\_\_\_\_\_  
Date



**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2010 - 2011**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statute Annotated, and applicable regulations of the Public Education Department.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2010-2011 beginning **7/1/2010** and ending **6/30/2011**, as specified by the Board in its calendar for the 2010-2011 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2010-2011 the Employee's salary is **\$37,682.00**, for a **1.00 FTE**, Range **23** Step **22**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2010-2011 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/15/2010**.

The contract salary for the school year 2010-2011 is based upon a school year of **259** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District. Unused annual leave may be accumulated to a total of not more than forty (40) working days, but upon cancellation of this contract, no payment shall be made for more than twenty (20) days of unused annual leave for 1 to 9 years of service and forty (40) days for 10 years and above of service.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the Public Education Department.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.

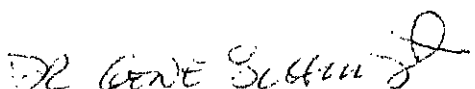
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper Public Education Department licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department and the policies of the Los Alamos Public School Board of Education as they may exist.

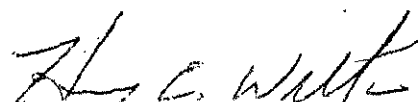
Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

**7/12/2010**  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Employee

**7-28-2010**  
\_\_\_\_\_  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2010 - 2011**

**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

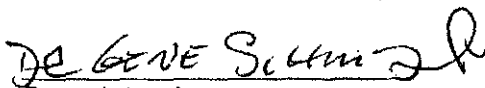
Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice, in accordance with the New Mexico Statute and any applicable rules and regulations of the State and Local Boards of Education.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer.


Keep the original and return a signed copy of this notice to the Human Resources Department. Thank you.

**Total FTE: 1.00**

  
Superintendent

May 10, 2010

Date

  
Employee

5-11-2010

Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2009 - 2010**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2009-2010 beginning **7/1/2009** and ending **6/30/2010**, as specified by the Board in its calendar for the 2009-2010 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2009-2010 the Employee's salary is **\$37,682.00**, for a **1.00 FTE, Range 23 Step 21**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.  
The contract salary for the school year 2009-2010 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/15/2009**.  
The contract salary for the school year 2009-2010 is based upon a school year of **259** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.  
The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.
4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District.

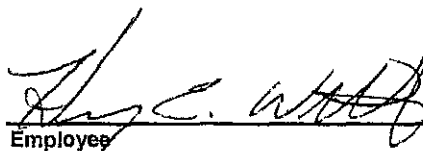
The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
Superintendent

**July 1, 2009**

Date

  
Employee

**7-10-09**  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2009 - 2010**

**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

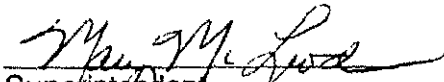
Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

This notice may be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this notice, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.

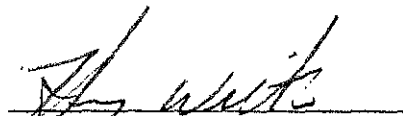
You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer.

Keep the original and return a signed copy of this notice to the Human Resources Department. Thank you.

**Total FTE: 1.00**

  
Superintendent

May 21, 2009  
Date

  
Employee

5-26-09  
Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2008 - 2009**

JUN 24 2008

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2008-2009 beginning **7/1/2008** and ending **6/30/2009**, as specified by the Board in its calendar for the 2008-2009 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2008-2009 the Employee's salary is **\$37,828.00**, for a **1.00 FTE, Range 23 Step 20**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2008-2009 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/15/2008**.

The contract salary for the school year 2008-2009 is based upon a school year of **260** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.

6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District.

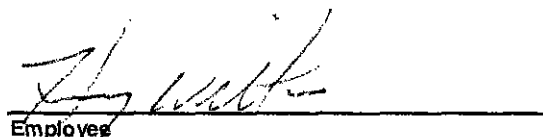
The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
Superintendent

**June 18, 2008**

Date

  
Employee

**6-24-08**  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2008 - 2009**

**NOTICE OF INTENT TO HIRE**

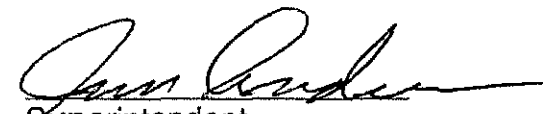
**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer.


Keep the original and return a signed copy of this notice to the Human Resources Department. Thank you.

**Total FTE: 1.00**

  
Superintendent

May 5, 2008

Date

  
Employee

5-6-08

Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2007 - 2008**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2007-2008 beginning **7/1/2007** and ending **6/30/2008**, as specified by the Board in its calendar for the 2007-2008 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2007-2008 the Employee's salary is **\$36,719.00**, for a **1.00 FTE**, Range **23** Step **19**, less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2007-2008 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/5/2007**.

The contract salary for the school year 2007-2008 is based upon a school year of **260** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.

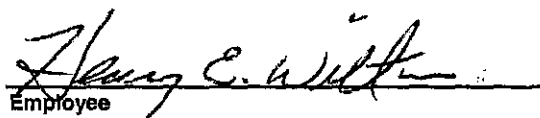
4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Employee

**July 1, 2007**  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2007 - 2008**

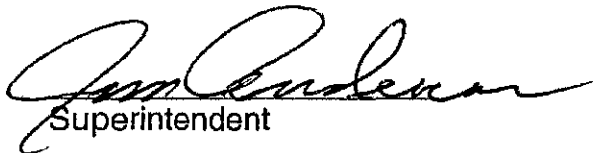
**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

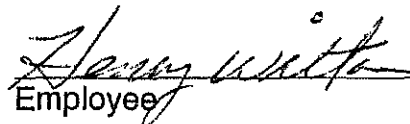
You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer. Keep the original and return the copy of this notice to the Human Resources Department. Thank you.

Total FTE: 1.00

  
Superintendent

May 1, 2007

Date

  
Employee

5-8-07

Date



**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2006 - 2007**

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

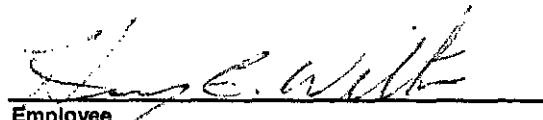
1. The Superintendent employs the Employee for the school year 2006-2007 beginning **7/1/2006** and ending **6/30/2007**, as specified by the Board in its calendar for the 2006-2007 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2006-2007 the Employee's salary is **\$34,970.00**, for a **1.00 FTE, Range 23 Step 18** less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.  
The contract salary for the school year 2006-2007 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/5/2006**  
The contract salary for the school year 2006-2007 is based upon a school year of **260** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.  
The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.
4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District.

The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
Superintendent

  
Employee

**JULY 5, 2006**

Date

**7-6-06**  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2006 - 2007**

MAY 17 2006

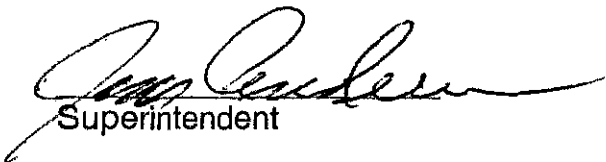
**NOTICE OF INTENT TO HIRE**

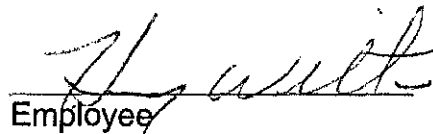
**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

  
Superintendent

  
Employee

May 2, 2006  
Date

5.17.06  
Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2005 - 2006**

JUN 30 2005

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.  
The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2005-2006 beginning **7/1/2005** and ending **6/30/2006**, as specified by the Board in its calendar for the 2005-2006 school year.  
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.  
3. In accordance with the School District's approved salary schedule for the school year 2005-2006 the Employee's salary is **\$33,305.00**, for a **1.00 FTE, Range 23 Step 17** less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2005-2006 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/5/2005**

The contract salary for the school year 2005-2006 is based upon a school year of **260** working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.


5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.

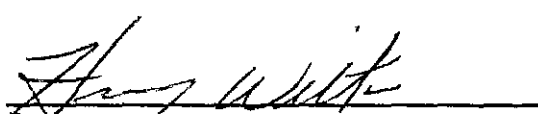
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District. The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Employee

**JULY 1, 2005**

Date

**6-30-05**

Date

**Los Alamos Public Schools  
Non-Certified Staff  
2005 - 2006**

MAY 13 2005


**NOTICE OF INTENT TO HIRE**

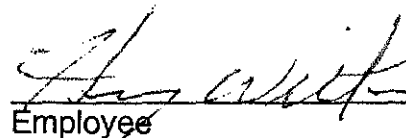
**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

  
Superintendent

  
Employee

May 2, 2005

Date

5-13-05

Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2004 - 2005**

JUL 12 2004

**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2004-2005 beginning 7/1/2004 and ending 6/30/2005, as specified by the Board in its calendar for the 2004-2005 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2004-2005 the Employee's salary is \$32,652.00, for a 1.00 FTE, Range 23 Step 16 less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.  
The contract salary for the school year 2004-2005 shall be paid the Employee in 24 installments. The first installment shall be due and payable on 7/5/2004.  
The contract salary for the school year 2004-2005 is based upon a school year of 260 working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.  
The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.
4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.
5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.
6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.
7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

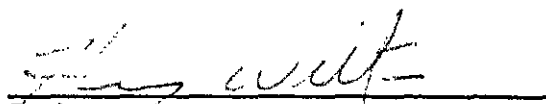
Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District. The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

July 1, 2004

Date

  
\_\_\_\_\_  
Employee

7-12-04

Date

**Los Alamos Public Schools  
Non-Certified Staff  
2004 - 2005**

MAY 4 2004

**NOTICE OF INTENT TO HIRE**

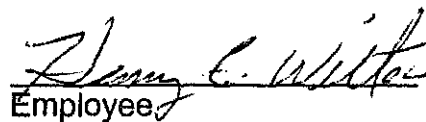
**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

  
Superintendent

  
Employee

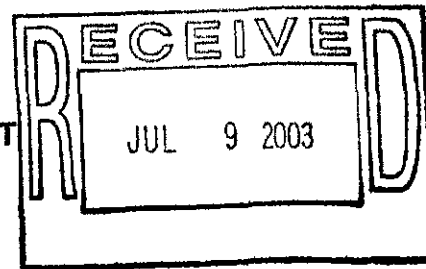
May 3, 2004

Date

5-4-04

Date

**Los Alamos Public Schools**  
**NON-CERTIFIED EMPLOYMENT CONTRACT**  
**School Year 2003 - 2004**



**AUTHORITY:** This contract is issued pursuant to Sections 22-5-14 and 22-2-1, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the Los Alamos Public Schools, Los Alamos, New Mexico, herein called "Superintendent," and **WILTON, HENRY**, a non-certified employee with three or more consecutive years of employment with the School District, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2003-2004 beginning 7/1/2003 and ending 6/30/2004, as specified by the Board in its calendar for the 2003-2004 school year.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized personnel.
3. In accordance with the School District's approved salary schedule for the school year 2003-2004 the Employee's salary is \$32,012.00, for a 1.00 FTE, Range 23 Step 15 less required or authorized deductions. All information upon which the foregoing salary is based is subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.

The contract salary for the school year 2003-2004 shall be paid the Employee in 24 installments. The first installment shall be due and payable on 7/4/2003.

The contract salary for the school year 2003-2004 is based upon a school year of 260 working days, subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.

The Superintendent may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the School District for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Education.

4. This contract and the parties hereto are, and shall continue to be subject to applicable laws of the State of New Mexico and to the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

5. This contract may be canceled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education or of the School District.


6. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the State Board of Education and of the School District.

7. The Employee shall furnish the Superintendent the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; (c) proper State Department of Education licensure for the position the Employee will hold hereunder; and (d) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education and the policies of the Los Alamos Public School Board of Education as they may exist.

Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statutes and any applicable rules and regulations of the State Board of Education or of the School District. The Employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

**Los Alamos Public Schools**

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Employee

**July 1, 2003**

Date

**7-09-03**  
\_\_\_\_\_  
Date

**Los Alamos Public Schools  
Non-Certified Staff  
2003 - 2004**

**NOTICE OF INTENT TO HIRE**

**TO: WILTON, HENRY**

Until a formal contract of employment as a non-certified employee can be extended by the Los Alamos Public Schools, this letter of intent to hire is hereby offered to you.

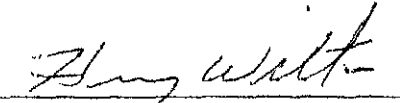
You are required to give the Superintendent written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this offer. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

  
Superintendent

April 25, 2003

Date

  
Employee

5.12.03  
Date